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ABSTRACT

In order to comply with federal law, all employers must take certain affirmative actions designed to remedy the effect of job discrimination, no matter how inadvertent or unintentional that discrimination might be. Employers, therefore, must actively recruit employees for all job levels from the ranks of minority groups and women. This directory is designed to assist in this recruitment process. It lists directories and professional rosters that can be helpful in identifyirg recruitment sources. And it contains the names and addresses of organizations that make specific types of referrals on a national, regional, or local basis. This directory is a supplement to "Affirmative Action and Equal Employment: A Guidebook for Employers," published by the Equal Employment Opportunity Commission. (Author/DS)

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a directory of

RESOURCES FOR AFFIRMATIVE RECRUITMENT

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Educational Programs Division
Office of Voluntary Programs
2401 E Street, N.W.
Washington, D.C. 20506

A DIRECTORY OF

RESOURCES FOR AFFIRMATIVE RECRUITMENT

March 1975

This Directory has been prepared as a supplement to the Affirmative Action and Equal Employment: A Guidebook for Employers, Volumes I and II,* published by the U.S. Equal Employment Opportunity Commission. It should be used in conjunction with that publication, which provides detailed information on legal obligations and provides specific suggestions for effecting equal employment opportunity in recruitment and other employment practices.

This Directory is the result of a preliminary survey of resources conducted by EEOC's Office of Voluntary Programs in 1974. It is not a complete or comprehensive listing, but rather a starting point for employers seeking to expand their recruitment sources. Information on other useful sources will be welcomed for future listings.

All information on organizational resources was provided by the organizations themselves, and EEOC has not evaluated the nature or quality of services provided. Inclusion of a source, therefore, does not in any way indicate endorsement or recommendation by the Commission.

DUE TO THE RELATIVELY HIGH TURNOVER RATE IN RECRUITMENT RESOURCES, EEOC WILL PERIODICALLY PUBLISH SUPPLEMENTS TO THIS GUIDE LISTING NEW SOURCES AND ELIMINATING THOSE NO LONGER IN OPERATION.

USE OF THIS GUIDE WILL IN NO MANNER SERVE AS A DEFENSE SHOULD AN EMPLOYER BE INVOLVED IN LEGAL PROCEEDINGS OR INVESTIGATION RELATED TO A CHARGE OF DISCRIMINATION.

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* Single copies of the Guidebook are available from EEOC-Affirmative Action, P. O. Box 1612, Springfield, VA 22151. Additional copies may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 5215-00024, Price $2.45 per set.

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INTRODUCTION
THE NEED FOR AFFIRMATIVE RECRUITMENT

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, makes illegal discrimination in employment because of race, color, religion, sex, or national origin. The Equal Employment Opportunity Commission (EEOC) was established to ensure compliance with Title VII and to investigate charges or complaints of illegal employment discrimination.

Title VII covers all private employers, state and local governments, educational institutions, labor organizations, joint labor-management apprenticeship programs, and public and private employment agencies with 15 or more employees or members.

Experience in administering Title VII and other equal employment opportunity laws and regulations has demonstrated that recruitment practices often have an extremely unequal effect on certain groups in the population, even when an employer has no conscious intent to discriminate.

In many rulings under Title VII, the courts have found that where minorities and females are not participating in an employer's workforce at all job levels in reasonable relation to their presence in the population or workforce, the burden of proof is on the employer to show that this is not the result of discrimination -- however inadvertent. Such unequal participation may be a result of present practices or the effect of past discriminatory practices. In either case, certain positive <u>affirmative</u> actions, beyond establishment of "neutral" "non-discriminatory" practices, are required to remedy the effect.

<u>The legal necessity for affirmative recruitment</u> has been established in many court decisions. Consistently, where courts have found that the <u>effect</u> of present or past recruiting practices is discriminatory against groups protected by law, they have ordered specific affirmative recruitment, including numerical hiring goals and timetables for specified groups, to eliminate discrimination and to provide remedies for consequences of past discrimination.

Specific affirmative recruitment goals are also required for government contractors, where a utilization analysis indicates

under-representation of minorities and females.*

If a self-audit indicates that you do not have reasonable representation of groups protected by law at all job levels, a thorough review and revision of recruitment practices should be a major priority for your organizations.

Affirmative efforts are needed:

1) In all phases of regular recruitment practices, to identify and eliminate discriminatory impact, and to assure that all groups receive a clear message that you offer equal employment opportunity.

2) To effectuate additional targeted recruitment to reach under-represented groups who will not otherwise receive such a message.

Both aspects of affirmative recruitment are fully covered in EEOC's publication, Affirmative Action and Equal Employment: A Guidebook for Employers. As a supplement to the Guidebook, the purpose of this Directory is to further identify resources and means of locating additional sources for affirmative recruitment of minorities and women.

Section I lists Directories and Professional Rosters which can be helpful in identifying recruitment sources.

Section II lists some of the organizations which make specified types of referrals on a national, regional or local basis. This is not intended to be an inclusive listing, but should provide a foundation for locating qualified candidates and sources of candidates for employment.

It is very important to develop and maintain contacts with a broad range of organizations, rather than relying upon one-time contacts or placing a few job orders with several better-known groups. Not all organizations will be immediate sources of job applicants. Some have referral or training programs or existing "talent banks"; others will help spread the word in the community and suggest additional sources.

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* For details, write Office of Federal Contract Compliance, U.S. Department of Labor, Washington, D.C. 20210.

I. DIRECTORIES AND PROFESSIONAL ROSTERS*

A. MINORITY RECRUITMENT SOURCES (MALE AND FEMALE):

Equal Employment Opportunity for Minority Group College Graduates: Locating, Recruiting, Employing (1972). Compiled by Robert Calvert, Jr. Available from: Garrett Park Press, Garrett Park, Maryland 20766. $4.95 prepaid; $5.95 if billed.

A comprehensive, useful directory. Includes: names, addresses, enrollment by degree level and field of specialization, of predominantly black colleges and universities, and of institutions with substantial number (numbers listed) of Spanish-surnamed, American Indian and Asian American students; identified minorities at other higher educational institutions; media (newspapers, periodicals, broadcast) serving each minority group; comprehensive listing of minority organizations and consulting firms, Human Rights Commissions and other agencies. Specific suggestions on methods and techniques of recruiting and retaining minorities.

Directory for Reaching Minority Groups. Issued by the Bureau of Apprenticeship and Training, U.S. Department of Labor, August 1973. Single copies available from Office of Information, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210.

Lists Federal, state and local governmental units, community action agencies, educational institutions, fraternities, sororities, press-broadcast media and religious and minority organizations by State and city, with addresses and telephone numbers.

A Directory of Predominantly Black Colleges and Universities in the U.S., (Revised Edition, 1973). Enrollment, types of degrees offered and numbers granted. Available from National Alliance of Businessmen, 1730 K Street, N.W., Washington, D.C. 20006.

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* Unless otherwise noted, publications are available without charge.

Directory of Minority College Graduates 1971-72. Prepared by Manpower Administration, U.S. Department of Labor. Identifies black, Spanish-surnamed and other minority graduates of 1971 and 1972 by name, address, degree earned and major discipline. Available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. $8.00.

Computer listings of these graduates by specific educational disciplines are available from Office of Equal Employment Opportunity, Office of Assistant Secretary for Manpower, U.S. Department of Labor, Washington, D.C. 20210.

Spanish-Speaking Recruitment Sources. Bulletin of U.S. Civil Service Commission (SSP-75). Available Spring 1975. Comprehensive listing includes junior colleges and colleges with significant SSA enrollment (degrees offered, numbers of SSA students); major media; organizations and consultants reaching this ethnic group. Contact Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, for price and availability.

Puerto Rican and Community Service Organizations Throughout the U.S. (1973). Lists civic, social, educational and government-aided organizations in Eastern and Mid-Western U.S. An updated 1974 edition also available from: Migration Division, Department of Labor, Commonwealth of Puerto Rico, 322 W. 45th Street, New York, New York 10036.

Directory of Minority Media (June 1973). Prepared by Office of Minority Business Enterprise, U.S. Department of Commerce. Lists newspapers, magazines and broadcast media which focus on particular racial and ethnic groups, by geographic areas. Also, occupational and other statistics of various ethnic and racial groups. Order from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. $1.25.

National Roster of Minority Consulting Professional Firms (February 1973). Lists firms by broad functional areas: includes firms specializing in EEO, affirmative action, minority recruitment and manpower development. Available from Public Information Division, Office of Minority Business Enterprise, U.S. Department of Commerce, Washington, D.C. 20230.

Native American Professional Source Directory. Lists more than 1000 American Indian and Eskimo professionals and those close to starting professional careers, with degree, current employment situation and address. Available from Daniel Honahni, Director, Office of Special Projects, South Western Cooperative Educational Laboratory, 2017 Yale, S.E., Albuquerque, N.M. 87106.

Minority Graduates (1974). From 75 colleges and universities, includes area of interest and school attended. Available from Ms. Wanda Smith, Student Programs Office, M405 Arkansas Union, University of Arkansas, Fayetteville, Arkansas 72701.

Mexican American (Chicano) Handbook of Affirmative Action Programs (July 1973). Includes lists of high schools and higher educational institutions with Chicano development programs, names of placement officers, student organizations, numbers of Chicano graduates from selected institutions, and Chicano organizations predominantly in the Southwest. Write: Personnel Management Association of Aztlan, P. O. Box 4531, Downey, California 90241.

A Resource Document for Implementing Recruitment of Minorities and Women at the Florida State University. Compilation of lists of minority and women's organizations, schools, business rosters, caucuses. Write: Assistant to the President for Minority Affairs, Florida State University, Tallahassee, Florida 32306.

Black Collegian, 3217 Melpomene Avenue, New Orleans, LA 70125, has published 2 volumes of resumes of minority college students in accounting, business administration, biology, chemistry, engineering and math. $25.00.

Minority Report and Enrollment of Minority Doctoral Students by Institution and Program. American Association of Collegiate Schools of Business, 101 N. Skinker Boulevard, Prince Hall, St. Louis, MO 63130. $5.00.

Directory of Black Historians. Lists 225 black historians throughout the U.S. currently writing or teaching history. Write: Ms. Janette H. Harris, Author, c/o Howard University, Department of History, Washington, D.C. 20001.

Graduate Recruitment Directory of Western Minority Students. Data on 180 ethnic minority students at 29 colleges and universities planning further graduate study. Write: Publications Unit, Western Interstate Commission on Higher Education, P. O. Drawer P, Boulder, Colorado 90302. $3.00.

Handbook for Recruiting at the Traditionally Black Colleges. Information on enrollment by field of study, sex, accreditation and size of college. Available from College Placement Services, P. O. Box 2263, Bethlehem, Pennsylvania 18001. $6.50.

Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Bank, Financial Aid. Edited by Willis L. Johnson. Designed to provide help to minority candidates, their counselors and prospective employers. Includes information on financial aid programs, opportunities to enhance professional training and skills banks in 45 professional fields. Available from Garrett Park Press, Garrett Park, Maryland 20766. $6.95 prepaid, $7.95 if billed.

B. FEMALE RECRUITMENT SOURCES (INCLUDING MINORITY FEMALES):

"Affirmative Recruitment Package". Lists 57 national and local recruiting sources for women (including minority sources); addresses of state and local Commissions on the Status of Women; and other compilations of women's professional organizations and caucuses. Available from Women's Bureau, U.S. Department of Labor, Washington, D.C. 20210.

Report on Registries (1973). Lists 36 women's professional organizations which maintain registries of employable women in specific fields. Available from Federation of Organizations for Professional Women, 1346 Connecticut Ave., N.W., Washington, D.C. 20036. $5.00.

Women's Caucuses, Committees and Professional Associations and Supplements: Recruiting Aids #1 and #2; and Recruiting Minority Women. Available from Association of American Colleges, Project on the Status and Education of Women, 1818 R Street, N.W.. Washington, D.C. 20009.

Comprehensive listings include professional registries of women in specific fields, and caucuses in professional societies which provide formal or informal referral services. Also, organizations representing male and female minority professionals.

Women's Organizations and Leaders: 1973 Directory of Women's Organizations. Comprehensive listing indexed geographically (by state) and by subject of major activity. Includes national, state and local organizations. (New edition available May, 1975). Write: Today Publications, National Press Building, Washington, D.C. 20004. $25.00.

Directory of Women Scholars. Lists more than 2600 women by field of interest; includes graduate students and employees in academic and other fields. Available from Modern Language Association, Publications Center, 62 Fifth Avenue, New York, New York 10011. $2.50.

Directory of Female Statisticians. American Statistical Association, 806 15th Street, N.W., Washington, D.C. 20005 $3.00.

A Registry of Women in Religious Studies (1973 Edition). Write: Ms. Carol P. Christ, Registry Officer, c/o Department of Religion, Columbia University, New York, New York 10027. $1.50.

1973-74 Accredited Institutions of Higher Education. Lists all accredited institutions, by state, with number of male and female students. American Council on Education, 1 Dupont Circle, N.W., Washington, D.C. 20036. $4.50 prepaid.

Directory of Women Attorneys in the United States. Available from Ms. Ruth Madigan, Secretary, Ford Associates, Inc., 701 S. Federal Avenue, Butler, Indiana 46721. $30.00.

Women's Rights Almanac, 1974. Detailed information on women's organizations, higher education programs for women, and other information, by State. Write: Elizabeth Cady Stanton Publishing Company, 5857 Marbury Road, Bethesda, Maryland 20034. $4.95.

The Women's Yellow Pages: The Original Source Book for Women (1973). Section on employment contains articles and lists of organizations in Greater Boston Area that help women find employment or improve their current employment status. A similar New York City edition will be available in 1975 published through Charles Scribner's Sons. Write: Boston Women's Collective, Inc., 490 Beacon Street, Boston, MA 02115. $1.50.

C. MINORITY & WOMEN PROFESSIONALS IN THE PHYSICAL & SOCIAL SCIENCES:

Rosters of Minority and Women Professionals, (January 1975). Lists approximately 70 rosters of minority and female professionals in the natural and social sciences and engineering. (Some are included in this Directory; others represent valuable additional sources). Assesses value of present rosters and suggests more effective ways to develop and use them. Provides specific examples of the kinds of information employers may get from certain rosters. Write: Office of Opportunity in Science, 1515 Massachusetts Ave., N.W., Washington, D.C. 20005. $3.95.

Scientific, Engineering, Technical Manpower Comments. A monthly digest. Provides up-to-date availability data on women & minorities by field and sub-field, enrollment and degree statistics and other useful information for affirmative action. Scientific Manpower Commission, 1776 Massachusetts Ave., N.W., Washington, D.C. 20036. $10 annually (sample issue on request).

Engineering and Technician Enrollments, Fall 1973. Lists number of women and blacks, by institution, in 1st through 5th year of Bachelor's, Masters' and Doctor's degree programs. Engineers Joint Council, Engineering Manpower Commission, 345 E. 45th St., New York, N.Y. 10017. $35.00.

A Roster of Women and Minority Engineering Students. Lists prospective '74 and '75 graduates from 148 engineering schools. Includes name, field of study, degree level, ethnic group and Personnel Office contact. Write: Engineers Joint Council, 345 E. 45th Street, New York, N.Y. 10017, for details and price.

Directory of Spanish-Surnamed and Native Americans in Science and Engineering (1972). Includes name, address, academic discipline and research specialty. Write: Dr. Joseph Martinez, Foundation for Promoting Advanced Studies, 464 Furnace Road, Ontario, N.Y. 14519. $15.00.

D. GENERAL SOURCES:

Civil Rights Directory. Lists major national and local civil rights, educational, women's, religious and fraternal organizations, and public agencies (local, state and federal) responsible for enforcing civil rights laws. Write: Office of Information, U.S. Commission on Civil Rights, 1121 Vermont Avenue, N.W., Washington, D.C. 20225.

Directory of Labor Offices in the United States and Canada. Lists all federal and state agencies concerned with manpower and training programs. Available from Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210.

II. ORGANIZATIONAL REFERRAL SOURCES FOR MINORITY AND FEMALE RECRUITMENT

On the following pages are listed some national and local organizational sources which should be useful for employers in implementing affirmative action programs. It should be re-emphasized that these listings are not complete or all-comprehensive -- nor does listing in this publication in any way indicate endorsement or recommendation of a source by EEOC. Information in this section was provided by the organizations themselves, in response to a preliminary survey conducted by EEOC's Office of Voluntary Programs in 1974.

The following comments may be helpful:

- National sources should be useful in providing specific assistance, as described in the listings.

- A number of Regional sources are listed as contacts only -- that is, they do not provide direct referrals, but will provide names and addresses of local member groups or training programs (Examples: Regional Manpower Offices, Regional NAACP, OIC and SER Offices).

- Only a few local resources appear under the Regional listings. Many additional sources exist in local communities. Employers are advised to make serious effort to reach other sources in their own labor market areas.*

- Many local sources which are not able to refer immediate suitable candidates should be contacted for future potential, and to help "spread the word".

- Some local organizations listed here may not be up-to-date. New organizations are constantly forming and others may terminate or change their function.

If employer efforts are extensive, serious and sustained, and if an organization becomes known as a place where previously underrepresented groups have equal opportunity at all job levels, it should be able to develop an adequate pool of qualified applicants to reach affirmative action goals.

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* See Introduction, Section I, and contact Voluntary Programs Staff at EEOC Regional Offices for additional local sources.

GEOGRAPHIC AREA SERVED: NATIONWIDE

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
AFFIRMATIVE ACTION, INC., p. 14	X	X	X	X	X		X	X	X	X
ALPHA KAPPA ALPHA SORORITY, INC., p. 14		X			X	X		X	X	
ALPHA PHI ALPHA FRATERNITY, INC., pp. 14-15		X			X				X	
AMERICAN GAS ASSOCIATION, p. 15	X	X			X	X			X	
AMERICAN G.I. FORUM, p. 15	X					X	X	X	X	
AMERICAN HISTORICAL ASSOC., pp.15-16					X				X	
AMERICAN LIBRARY ASSOC., p. 16					X				X	X
AMERICAN POLITICAL SCIENCE ASSOC,, p. 16		X			X				X	X
AMERICAN PSYCHOLOGICAL ASSOC., pp. 16-17					X				X	
AMERICAN SOCIETY FOR MICROBIOLOGY, p. 17									X	X
AMERICANS FOR INDIAN OPPORTUNITY, p. 17			X						X	
ASIAN AMERICAN STUDIES, pp. 17-18				X						
ASSOC. FOR WOMEN IN MATHEMATICS, p. 18					X				X	
ASSOC. OF MEXICAN AMERICAN EDUCATORS, p. 18	X								X	
ASSOC. OF WOMEN IN SCIENCE, pp. 18-19					X				X	X
BOONE, YOUNG & ASSOCIATES, INC., p. 19	X	X			X				X	X
BROOKHAVEN NATIONAL LABORATORY, p. 19	X	X	X	X	X	X	X	X	X	

* S=Spanish Surnamed; B=Blacks; I=American Indian; A=Asian American; F=Females; C=Clericals; N=Non Professionals; T=Technicians; P=Professionals; $=Fee Charged.

GEOGRAPHIC AREA SERVED: NATIONWIDE

CATEGORIES OF SPECIALIZATION*

ORGANIZATIONS	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
CAI ASSOCIATES, p. 20		X			X				X	X
CATALYST, p. 20					X		X	X	X	X
CAUCUS FOR WOMEN IN STATISTICS, pp. 20-21					X				X	X
CENTER FOR CRIMINAL JUSTICE, p. 21	X	X	X	X	X					
COMMONWEALTH OF PUERTO RICO, p. 21	X				X	X	X		X	
CONFERENCE OF MINORITY PUBLIC ADMINISTRATORS (COMPA), pp. 21-22	X	X	X	X	X				X	
COOPERATIVE COLLEGE REGISTRY, p. 22	X	X	X	X	X				X	X
CURBER ASSOCIATES, INC., p. 22		X			X				X	
EBONY EMPLOYMENT, p. 22		X			X				X	X
FEDERATION OF ORGANIZATIONS FOR PROFESSIONAL WOMEN, p. 23					X				X	
FIELDS, FREEMAN ASSOCIATES, INC., p. 23	X	X			X				X	X
FINDERS BUREAU NATIONAL, p. 23		X	X		X			X	X	X
FORDYCE, ANDREWS & HASKELL, pp. 23-24					X				X	X
GASKINS, ASHBY MINORITY RECRUITERS, p. 24	X	X		X	X				X	X
HIGHER EDUCATION ADMINISTRATION REFERRAL SERVICE (HEARS), p. 24									X	X
HIGHER EDUCATION RESOURCE SERVICES (HERS), pp. 24-25					X				X	
INCORPORATED MEXICAN AMERICAN GOVERNMENT EMPLOYEES (IMAGE), p. 25	X					X			X	

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GEOGRAPHIC AREA SERVED: NATIONWIDE

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION* Minority S	B	I	A	F	Skills C	N	T	P	$
INTERNATIONAL CITY MANAGEMENT ASSOC., p. 25	X	X	X	X	X				X	
JOHNSON ASSOCIATES, INC., p. 25		X			X				X	X
LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC), p. 26	X					X	X	X	X	
LINGUISTIC SOCIETY OF AMERICA, WOMEN'S CAUCUS, p. 26					X				X	
LOCKETT, FRANK ASSOCIATES, p. 26		X				X			X	X
MANAGEMENT SERVICES (MS), p. 27	X	X	X	X	X				X	X
MANAGEMENT WOMAN, INC., p. 27	X	X	X	X	X				X	X
NAT'L ALLIANCE OF BUSINESSMEN, p. 27										
NAT'L ASSOC. FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP), pp. 27-28	X	X			X	X	X	X	X	
NAT'L ASSOC. OF BLACK ACCOUNTANTS, INC., p. 28		X	X						X	
NAT'L ASSOC. OF BLACK ADULT EDUCATORS, INC., p. 28	X	X	X	X					X	
NAT'L FEDERATION OF BUSINESS & PROFESSIONAL WOMEN'S CLUBS, INC., pp. 28-29					X				X	
NAT'L ORGANIZATION FOR WOMEN (NOW), p. 29	X	X	X	X	X	X	X	X	X	
NAT'L URBAN FELLOWS, INC., p. 29	X	X	X	X	X				X	
NAT'L URBAN LEAGUE, pp. 29-30	X	X	X	X	X	X	X	X	X	
OIC OF AMERICA, INC., p. 30	X	X	X	X	X	X		X	X	

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GEOGRAPHIC AREA SERVED: NATIONWIDE

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
OWENS, LA MONTE ASSOCIATES, INC., pp.30-31	X	X	X	X	X	X		X	X	X
RAN ASSOCIATES, INC., p. 31	X	X	X	X	X	X		X	X	X
RICHARD CLARKE ASSOCIATES, INC., p. 31		X			X				X	X
SER/JOBS FOR PROGRESS, INC., pp. 31-32	X	X	X		X	X	X	X	X	
SOCIETY OF WOMEN ENGINEERS, p. 32					X				X	
TEACHING OPPORTUNITIES INFORMATION LISTING ("TOIL"), p. 32									X	X
TODAY'S WOMAN PLACEMENT SERVICE, pp.32-33					X				X	X
VIENN ASSOCIATES, p. 33	X	X			X	X		X	X	X
WOMEN CHEMISTS COMMITTEE OF AMERICAN CHEMICAL SOCIETY, p. 33					X				X	
WOMEN IN COMMUNICATIONS, INC., p. 34					X				X	X
WOMEN TODAY, p. 34					X				X	X
WOMEN'S CAUCUS FOR ART, p. 34					X				X	
WOMEN'S CAUCUS - RELIGIOUS STUDIES, p. 35					X				X	
WOMEN'S PLACEMENT SERVICE, p. 35					X				X	X
WOMEN'S TRAINING & RESOURCES CORPORATION, p. 35					X				X	X
YWCA NATIONAL BOARD, p. 36	X	X	X	X	X				X	

* S=Spanish Surnamed; B=Blacks; I=American Indian; A=Asian American; F=Females; C=Clericals; N=Non Professionals; T=Technicians; P=Professionals; $=Fee Charged.

NATIONAL SOURCES

AFFIRMATIVE ACTION, INC.
10 S. BRENTWOOD BOULEVARD
ST. LOUIS, MISSOURI 63105

Contact: Mr. Warren H. Green
(314) 863-1711

Affirmative Action Register: monthly publication of job openings sent free-of-charge to every known minority and female candidate source. Affirmative Action Services: consultation with personnel people re compliance with federal requirements; assists in training courses for minorities and females for promotion to more responsible positions. Services academic, business and industry employers; on the professional level, specializes in physicians, professors and scientists. Fee charged to those who advertise positions in the Register; consulting services charged for on time basis.

ALPHA KAPPA ALPHA SORORITY, INC.
1751 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D.C. 20009

Contact: Miss Harriett Harper, Career Opportunities Rep.
(202) 332-9442

Maintains file of job opportunities nationwide for use by members and friends. Current job opportunities also listed in monthly newsletter. Job candidates supplied with job orders and position descriptions which match their expressed areas of interest. On the professional level, specializes in educational, accounting, data processing and scientific fields. Mailing list includes contacts on local college campuses, as well as membership in D.C. Metropolitan Area.

ALPHA PHI ALPHA FRATERNITY, INC.
EMPLOYMENT BANK
4432 S. DR. KING DRIVE
CHICAGO, ILLINOIS 60653

Contact: Mr. William H. Walker, Executive Secretary
(312) 373-1819

Sends out resumes of qualified persons to requesting educational, medical and manufacturing organizations. Majority of the resumes from previous or present members.

AMERICAN GAS ASSOCIATION
1515 WILSON BOULEVARD
ARLINGTON, VIRGINIA 22209

Contact: Mr. John Tucker, Manager/Personnel Services
(292) 524-2000

Comprehensive clearing house for referring persons for employment to approximately 300 member companies in the utility industry.

AMERICAN G.I. FORUM
P. O. BOX 5057
CORPUS CHRISTI, TEXAS 78404

Contact: Mr. Antonio Morales, Nat'l Chairman, (512) 884-2401
or Mr. Bernardo Sandoval, Exec. Sec'y/Treasurer
(512) 883-4333 or 882-6796

National membership organization representing predominantly Spanish-surnamed American veterans. 200 chapters in 43 States actively promote equal employment. National organization provides informal referrals and will contact appropriate State and local organizations for referrals at all job levels. Organization also is developing sustained direct relationships with employers, on fee or contract basis, to help locate, recruit, train and upgrade minorities. (Contact: Fern Ellery, Director, Communications & Development, P. O. Box 91054, Los Angeles, California 90009, 213-268-2884).

AMERICAN HISTORICAL ASSOCIATION
COMMITTEE ON WOMEN HISTORIANS
400 A STREET, S.E.
WASHINGTON, D.C. 20003

Contact: Dr. Eleanor F. Straub, Asst. Exec. Secretary
(202) 544-2422

Compiles a roster of women historians. Institutions with job openings receive names of qualified women. Women notified of openings by postcard. Services universities, colleges, archives and libraries.

AMERICAN LIBRARY ASSOCIATION
SRRT TASK FORCE ON WOMEN
C/O HENNEPIN COUNTY LIBRARY
7001 YORK AVENUE SOUTH
EDINA, MINNESOTA 55435

Contact: Ms. Liz Dickinson, Roster Coordinator
(612) 830-4977

Library administrative, management and specialist positions listed in a "jobs in print" format sent out every 2 weeks to roster subscribers. Fee: $2.50/6 months (12 issues) subscription. Services libraries, information centers, publishing houses, museums, archives and academic employers; specializes in library educators, librarians and library computer specialists.

AMERICAN POLITICAL SCIENCE ASSOCIATION
1527 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D.C. 20036

Contact: Ms. Patricia D. Spangler, Director/Personnel Service
(202) 483-2512

Clearinghouse for political scientists' positions. Monthly newsletter lists positions, mostly Ph.D. Maintains files of members for referrals; however, no matching is done. Roster of Women Political Scientists and a list of Black Political Scientist Ph.D.'s also available from APSA. Fee for monthly newsletter: $8/year. Services mostly higher education.

AMERICAN PSYCHOLOGICAL ASSOCIATION
COMMITTEE ON WOMEN IN PSYCHOLOGY
1200 17th STREET, N.W.
WASHINGTON, D.C. 20036

Contact: Dr. Serena Stier, Adm. Officer/Policy Studies
(202) 833-7570

Interested in obtaining job openings and suggesting appropriate recruiting techniques to prospective employers. Currently considering updating roster. Services primarily educational/academic organizations; occasionally, some contact with industry re research openings.

AMERICAN SOCIETY FOR MICROBIOLOGY
1913 I STREET, N.W.
WASHINGTON, D.C. 20006

Contact: R. W. Sarber, Executive Secretary
(202) 833-9680

Scientific and professional society. Committee on Placement maintains files of members seeking positions. Files are loaned to employers on request ($5 fee). Services educational and governmental institutions, laboratories, hospitals, pharmaceutical, food and other industries. The Society's Committee on the Status of Women Microbiologists is developing a file of highly qualified women microbiologists available for appointments to advisory committees, boards, panels, agencies, etc.

AMERICANS FOR INDIAN OPPORTUNITY, INC.
1816 JEFFERSON PLACE, N.W.
WASHINGTON, D.C. 20036

Contact: Ms. Margaret Gover, Assistant to the President
(202) 466-8420

Provides technical assistance and resource development for American Indians. Disseminates employment information to other American Indian organizations. Services governmental, educational and American Indian organizations. Professionals specialize in American Indian Education, Administration, and Program Planning.

ASIAN AMERICAN STUDIES
DEPARTMENT OF ETHNIC STUDIES
UNIVERSITY OF CALIFORNIA
3407 DWINELLE HALL
BERKELEY, CALIFORNIA 94720

Contact: Ms. Germaine Q. Wong, Coordinator
(415) 642-6555

Department has over 1500 students per year, mostly Asian Americans, majoring in a wide range of subjects. Job openings posted.

ASSOCIATION FOR WOMEN IN MATHEMATICS
DEPARTMENT OF MATHEMATICS
AMERICAN UNIVERSITY
WASHINGTON, D.C. 20016

Contact: Ms. Mary Gray, Chairman
(202) 686-2393

Maintains roster. Referrals made on basis of vitae on file. Services educational, computer hard and software industries. Specializes in math, statistics and computer science professionals.

ASSOCIATION OF MEXICAN AMERICAN EDUCATORS
5588 CANALINO DRIVE
CARPINTERIA, CALIFORNIA 93013

Contact: Mr. Alejandro Pulido, Placement Coordinator

Provides liaison between Mexican American educators and school districts providing bi-lingual teachers. Placement service covers all levels of education, kindergarten through college and university, teaching, administration and pupil personnel services, and other educational positions.

ASSOCIATION OF WOMEN IN SCIENCE
NATIONAL REGISTRY COMMITTEE
1346 CONNECTICUT AVENUE, N.W., SUITE 1122
WASHINGTON, D.C. 20008

Contact: Dr. Natasha Meshkov, Director
(202) 362-8711

Developing a national registry of women scientists in fields similar to those listed by American Men and Women in Science. Currently has 450 resumes and 3000 names indexed alphabetically

and by scientific specialization. Advertises positions available and positions wanted in AWIS Newsletter. Fee of $25 for advertising position in AWIS Newsletter and $25 search fee for registry. Services educational, medical, industrial and governmental organizations.

BOONE, YOUNG & ASSOCIATES, INC.
551 FIFTH AVENUE, ROOM 2015
NEW YORK, NEW YORK 10017

Contact: Mr. Amon Johnson, Vice President
(212) 661-8044

Management consulting firm: specialties in Executive Search; Health and Social Services; Housing & Real Estate; Economic Development; Management Services. Works on contractual assignments to locate specific individuals for specific jobs. Also, contingency referrals of professionals. Services consumer products, package goods, advertising, broadcasting and banking industries. Specializes in professionals in banking, finance, accounting, communications, marketing, sales and personnel. Fee charged.

BROOKHAVEN NATIONAL LABORATORY
UPTON, LONG ISLAND
NEW YORK 11973

Contact: Mr. Peter H. Chen
(516) 345-3318

In contact with other AEC contractors, industrial concerns and their EEO related officials nationwide. Informal job referral service in the physical sciences (chemistry, biology, medicine, etc.).

CAI ASSOCIATES
803 W. BROAD STREET
FALLS CHURCH, VIRGINIA 22046

Contact: Mr. Edward H. Haverty, Associate
(703) 536-2121

Locates, interviews and screens best qualified candidates for professional positions. Recruits for retail, insurance, manufacturing, construction and health care organizations. Arranges an initial meeting between candidates and clients; arranges appointments; follows through until point of agreement; for six months, maintains contact to be certain that an effective working relationship is established. Fee charged.

CATALYST
6 EAST 82nd STREET
NEW YORK, NEW YORK 10028

Contact: Ms. Dee Fensterer, Vice President
(212) 628-2200

National non-profit organization recruiting for manufacturing, sales, financial, service, health and medical, educational and governmental organizations. Issues a monthly computerized roster, listing college-educated women seeking administrative, managerial, technical or professional positions on full-time or part-time schedules. Resumes listed without charge. Employers interested in the computerized roster can request resume from headquarters or from one of the 103 local resource centers in the Catalyst National Network. Fee charged.

CAUCUS FOR WOMEN IN STATISTICS
STATISTICAL POLICY DIVISION, OFFICE OF M & B
NEW EXECUTIVE OFFICE BLDG., ROOM 10222
726 JACKSON PLACE, N.W.
WASHINGTON, D.C. 20503

Contact: Dr. Marie Wann, Chairperson
(202) 395-3880

Affiliated with the American Statistical Association. Newsletter published every one to two months carries ads for

positions in statistics, economics, research, computer science, etc. No direct referrals. $2 fee for placing ad in newsletter. Services academic, government, business, medical & non-profit research corporations. (Directory of female statisticians available for $3 from American Statistical Association, 806 - 15th Street, N.W., Washington, D.C.).

CENTER FOR CRIMINAL JUSTICE AGENCY ORGANIZATION
AND MINORITY EMPLOYMENT OPPORTUNITIES
MARQUETTE UNIVERSITY LAW SCHOOL
1103 WEST WISCONSIN AVENUE
MILWAUKEE, WISCONSIN 53233

Contact: Executive Director
(414) 224-7212

Provides free consulting assistance in recruiting and retaining minority personnel for law enforcement careers nationwide. Funded by the Law Enforcement Assistance Administration, U.S. Department of Justice. Technical assistance available for structuring and implementing minority recruiting campaigns and related programs.

COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF LABOR - MIGRATION DIVISION
NATIONAL OFFICE
322 WEST 45th STREET
NEW YORK, NEW YORK 10036

Contact: Ms. Elsie Herger, Director/Professional Employment
(212) 245-0700, Ext. 838

National office maintains a computerized Spanish Surnamed Resume Bank. Where regional offices exist, initiate contact through them for job referrals (see regional listings).

CONFERENCE OF MINORITY PUBLIC ADMINISTRATORS (COMPA)
1225 CONNECTICUT AVENUE, N.W., SUITE 300
WASHINGTON, D.C. 20036

Contact: Project Director
(202) 785-3255

Through cooperative support of national organizations representing Governors, Mayors, City Managers, Personnel Officers, and other elected officials, information about job opportunities is channeled into COMPA. Recruits minority individuals interested in State and local public administration.

COOPERATIVE COLLEGE REGISTRY
ONE DUPONT CIRCLE, SUITE 10
WASHINGTON, D.C. 20036

Contact: Tena Cummings, Ph.D., Executive Officer
(202) 223-2807

Services colleges and universities nationwide. Specializes in academic and administrative professionals. Refers candidates with academic qualifications and experience for positions listed by member institutions. Fee charged.

CURBER ASSOCIATES, INC.
1025 CONNECTICUT AVENUE, N.W.
WASHINGTON, D.C. 20036

Contact: Dr. P. B. Phillips, President
(202) 659-2824

Specializes in referrals of women and black behaviorial scientists nationwide and internationally.

EBONY EMPLOYMENT
1103 GRAND AVENUE, #1025
KANSAS CITY, MISSOURI 64106

Contact: Mr. Samuel W. Watson, President/Owner
(816) 221-2090

With contacts in over 100 cities, provides referrals to insurance, pharmaceutical, communications, banking, utilities, research organizations, consumer products manufacturers, and accounting firms. Provides referrals of clericals and technicians in Metropolitan Kansas City Area; professional referrals nationwide. Fee charged.

FEDERATION OF ORGANIZATIONS FOR PROFESSIONAL WOMEN
1346 CONNECTICUT AVENUE, N.W., SUITE 1122
WASHINGTON, D.C. 20015

Contact: Dr. Irene Tinker, President
(202) 833-1998

Specializes in professionals in all disciplines, especially with administrative experience. Services universities and federal government. Registry handbook of affiliated organizations lists referral sources. For high level jobs, undertakes search (no fee charged at this time). Also prints job opportunities in free newsletter.

FIELDS, FREEMAN ASSOCIATES, INC.
51 EAST 42nd STREET
NEW YORK, NEW YORK 10017

Contact: Mr. Charles L. Fields, President
(212) 697-7333

Performs Executive Search (professional and managerial positions at $15,000+); recruits professionals on research project basis; EEO programming design; EEO compliance consulting; develops manpower planning systems based upon quantitative research data on minorities and women. Services food, petroleum, chemical and pharmaceutical industries. Fee charged.

FINDERS BUREAU NATIONAL
1605 EAST 50th STREET
CHICAGO, ILLINOIS 60615

Contact: Arlen Nicholls, Owner
(312) 752-5624

Recruits technicians and professionals for industry. Fee charged.

FORDYCE, ANDREWS & HASKELL
SEARCH FOR WOMEN EXECUTIVES DIVISION
230 PARK AVENUE
NEW YORK, NEW YORK 10017

Contact: Ms. Elizabeth Weld, Director
(212) 689-3644

Conducts search for qualified professional women (all fields) for high-level managerial positions ($20,000 and up). Nationwide referrals. Fee charged.

GASKINS, ASHBY MINORITY RECRUITERS
4426 IDS TOWER
80 S. 8th STREET
MINNEAPOLIS, MINNESOTA 55402

Contact: Mr. Ashby U. Gaskins, Owner
(612) 335-6506

Consultants on race relations in industry. Recruits for retail, manufacturing, banking industries, etc. Fee charged.

HIGHER EDUCATION ADMINISTRATION REFERRAL SERVICE (HEARS)
ONE DUPONT CIRCLE, N.W., SUITE 510
WASHINGTON, D.C. 20036

Contact: Mr. Steven C. Hychka, Director
(202) 296-2346

Referrals of professionals in non-faculty or non-faculty administrative positions (personnel administrators, business managers, accountants, etc.) to institutions of higher education nationwide. Fee charged.

HIGHER EDUCATION RESOURCE SERVICES (HERS)
BROWN UNIVERSITY
BOX 1901
PROVIDENCE, RHODE ISLAND 02912

Contact: Dr. Lilli S. Hornig, Executive Director
(401) 863-2197

Provides search, referral and placement of women in higher education faculty and administrative posts, government agencies, foundations, etc. Annually updates talent bank of women, maintaining complete files of vitae, references and matching these to academic openings. Special search

service for high administrative posts, trusteeships and advisory committees. Researches and publishes equal opportunity issues; provides speakers and conducts affirmative action workshops for faculty groups.

INCORPORATED MEXICAN AMERICAN GOVERNMENT EMPLOYEES
(NATIONAL IMAGE)
P. O. BOX 368
ARLINGTON, VIRGINIA 22210

Contact: Gilbert Chavez, National President

Nationwide organization of Spanish-Speaking (Mexican Americans, Puerto Ricans, Cubans and others) government employees (federal, state and local). Approximately 43 chapters located nationwide. Through its members and contacts with other community groups, IMAGE is able to identify qualified Spanish-Speaking candidates for government employment. Contact National Office for information on local chapters.

INTERNATIONAL CITY MANAGEMENT ASSOCIATION
ATTN: MINORITY PLACEMENT SERVICE
1140 CONNECTICUT AVENUE
WASHINGTON, D.C. 20036

Contact: Mr. William Besuden, Assistant Director
(202) 293-2200

Minority placement service funded by Ford Foundation grant. Specializes in management professionals for cities and counties.

JOHNSON ASSOCIATES, INC.
715 WALNUT STREET
PHILADELPHIA, PENNSYLVANIA 19106

Contact: Mr. Bernard Johnson, President
(215) 925-1178

Recruits, screens, refers and places qualified women and black professionals with the Fortune 500 industry and business firms. Referrals nationwide. Fee charged.

LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC)
3033 N. CENTRAL AVENUE, SUITE 402
PHOENIX, ARIZONA 85012

Contact: General Administration Division Manager
(602) 263-5291

A national organization representing Spanish-surnamed Americans. 2000 local councils in 33 States. National office provides some referrals directly; with aid of computerized system, will refer to relevant State, district or local organizations for jobs at all levels. Significant job openings listed in monthly publication (circulation of 360,000). Operates several federally and privately funded programs to aid equal employment, including programs for training and placement of professional women, and college training and placement of young SSA's.

LINGUISTIC SOCIETY OF AMERICA, WOMEN'S CAUCUS
C/O CALIFORNIA STATE UNIVERSITY AT FULLERTON
DEPT. OF LINGUISTICS, PLACEMENT BUREAU
FULLERTON, CALIFORNIA 92634

Contact: Ms. Geri Anderson, Coordinator

Specializes in teaching positions in linguistics. Referral service has a listing of resumes which can be made available to prospective employers.

LOCKETT, FRANK ASSOCIATES
818 OLIVE STREET, SUITE 932
ST. LOUIS, MISSOURI 63101

Contact: Mr. Frank Lockett, President
(314) 213-9336

Minority professional personnel specialists. This organization also operates another office under the name of Executive Secretary, Inc., 818 Olive Street, Suite 669, St. Louis, Missouri 63101, which specializes in minority clerical personnel. Fee charged.

MANAGEMENT SERVICES (MS)
DIVISION OF REMER RIBOLOW AGENCY
2 WEST 45th STREET
NEW YORK, NEW YORK 10036

Contact: Ms. Adele Ribolow, Director
(212) 867-6080

Provides professional and executive placements of women minorities. Fee charged.

MANAGEMENT WOMAN, INC.
THE PLAZA AT 59th STREET, SUITE 549
NEW YORK, NEW YORK 10019

Contact: Ms. Anne P. Hyde or Ms. Janet E. Jones,
Co-Executive Directors
(212) 751-9290

Executive search and recruitment firm specializing in, but not limited to, placement of management women (professionals above $20,000 salary level). Has company clients seeking individuals in all areas of expertise nationwide. Conducts seminars and workshops with universities and professional organizations to educate women on new upward mobility possibilities. Fee charged.

NATIONAL ALLIANCE OF BUSINESSMEN
1730 K STREET, N.W.
WASHINGTON, D.C. 20006

Contact: (202) 254-7161

Does not provide direct referrals. However, more than 100 local Metro units help employers develop federally funded on-the-job training for "disadvantaged" minorities, veterans and others. NAB also helps employers participate in work-study and "cooperative education" programs. Contact National Office for referral to local Metro.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)
1790 BROADWAY
NEW YORK, NEW YORK 10019

Contact: Mrs. Elizabeth Smith, Asst. to Labor Director
(212) 751-0700

National membership organization. Does not have formal job referral service, but regularly services employers' job requests, directly or by contacting appropriate Regional Offices and/or local branches (1700 nationwide). Local branches have broad community contacts with many potential qualified job applicants. For local or regional referrals, contact NAACP Regional Offices (see regional listings).

NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC.
P. O. BOX 726 - FDR STATION
NEW YORK, NEW YORK 10022

Contact: Mr. Edward T. Jones, Chairman
(212) 751-0700

Maintains job referral service for members and non-members through direct contact with various search firms and at times, directly with firm seeking an employee. Restricted to accountants, and in some cases, to financial analysts related to business, administrative or executive positions.

NATIONAL ASSOCIATION OF BLACK ADULT EDUCATORS, INC.
1411 K STREET, N.W., SUITE 1000
WASHINGTON, D.C. 20005

Contact: Dr. Ernest A. Dow, Acting President
(202) 727-2080

This membership organization specializes in professionals and para-professionals in educational and allied human service fields. Maintains Curricula Vitae Bank containing data on available positions, transmitted via newsletter, verbally and by media. Conducts National Educational Seminars.

NATIONAL FEDERATION OF BUSINESS & PROFESSIONAL WOMEN'S CLUBS, INC.
TALENT BANK
2012 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20036

Contact: Ms. Lucille H. Shriver, Executive Director
(202) 293-1100

Talent Bank referral service promotes women in policy-making positions. Handles requests for professionals (GS-12 and above in government or comparable level in private industry) for federal government, business and educational employment. Submits names on the basis of completed questionnaire and detailed resumes (applicants need not be members of BPW or other cooperating organizations). Does not screen or conduct personal interviews with the women or the employers.

NATIONAL ORGANIZATION FOR WOMEN (NOW)
5 SOUTH WABASH AVENUE, SUITE 1615
CHICAGO, ILLINOIS 60603

Contact: National Task Force, Coordinator
(312) 332-1954

Forwards referrals to (more than 400) NOW chapters nationwide. Publishes employment opportunities in the Task Force Compliance Coordinator's newsletter to each chapter. Services government, industry and educational organizations. NOW members also encouraged to file resumes with the Talent Bank of National Federation of Business & Professional Women.

NATIONAL URBAN FELLOWS, INC.
246 CHURCH STREET
NEW HAVEN, CONNECTICUT 06506

Contact: Mr. Frank Logue, President
(203) 624-5168

Incorporated May 1974, carries out former program launched by National League of Cities/U.S. Conference of Mayors, promoting minority opportunities in local government administration. Selects candidates nationwide. Assists Graduate Fellows in finding employment in government.

NATIONAL URBAN LEAGUE
NEW NATIONAL SKILLS BANK
477 MADISON AVENUE, 14th FLOOR
NEW YORK, NEW YORK 10022

Contact: Mrs. Ruth Allen King, Asst. Dir./Placement Services
(212) 751-0300

Provides free Skills Bank placement and resource-information services through job orders and/or exploratory contact. Maintains master pool file. In each of 100 Urban League Cities, special committees seek out, screen and evaluate skills and qualifications of prospective job candidates. Information and records on persons available for employment outside local League City forwarded to National Headquarters' master file. Initiate contact through local League, or if located in non-Urban League City, contact nearest office (see regional listings).

OPPORTUNITIES INDUSTRIALIZATION CENTERS OF AMERICA, INC. (OIC)
NATIONAL OFFICE
100 W. COULTER STREET
PHILADELPHIA, PENNSYLVANIA 19144

Contact: Mr. Harold W. Hill, Personnel Director
(215) 849-0604

National manpower training and development organization funded by the U.S. Department of Labor. Approximately 115 local OIC's provide various types of job training, vocational education, support services and job placement. The National Office maintains a talent bank of resumes available to private employers, government agencies, community organizations, colleges and universities. National Office will screen and forward job requests to Regional Offices and/or to local OIC's for referrals (see regional listings).

OWENS, LA MONTE ASSOCIATES, INC.
1930 CHESTNUT STREET, SUITE 607
PHILADELPHIA, PENNSYLVANIA 19103

Contact: Mr. La Monte Owens, President
(215) 561-2501

Professional minority employment consultants servicing Fortune 500 companies. Recruits professionals on a national basis; places clericals locally. Provides Executive Search, consultations re minority relations, and conducts awareness programs, career conferences, executive seminars, and job

opportunity centers in key cities nationwide. Fee charged.

RAN ASSOCIATES, INC.
804 PARK BUILDING
CLEVELAND, OHIO 44114

Contact: Mr. Ernest Jones, Jr., CEC, President
(216) 696-6699

Employment agency specializing in placement of minorities in business and industry nationwide. On the professional level, specializes in EDP, accounting, engineering, purchasing, management trainees, sales, etc. Holds occasional Career Centers. Approximately 600 major corporations utilize placement service. Fee charged.

RICHARD CLARKE ASSOCIATES, INC.
1270 AVENUE OF THE AMERICAS, SUITE 2720
NEW YORK, NEW YORK 10020

Contact: Mr. Richard V. Clarke, President
(212) 581-3400

Minority recruiting specialists servicing Fortune's top 500 companies, placing applicants within continental U.S. and possessions. Provides Executive Search, contingency referrals, and consultant services. Emphasis on engineering, programming/systems, marketing/sales, accounting, finance, managerial and technical disciplines. Conducts annual Job Opportunity Centers in major cities. Publishes minority recruiting publications, including monthly job listings bulletin. Fee charged.

SER/JOBS FOR PROGRESS, INC.
NATIONAL OFFICE
9841 AIRPORT BOULEVARD, SUITE 1020
LOS ANGELES, CALIFORNIA 90045

Contact: Mr. Ricardo Zazueta, Nat'l Executive Director
(213) 649-1511

Manpower agency (sponsored by American G.I. Forum and LULAC), specializing in (but not limited to) Spanish-surnamed Americans.

Funded by U.S. Department of Labor and Economic Opportunity Foundation. National Office maintains a computerized skills bank, "SER Professional Search System." Local SER programs in 43 cities (13 States and Washington, D.C.) provide training, direct and indirect placement, job referrals, counseling, job preparation courses and other supportive services. Emphasis on "disadvantaged" clients. (See regional listings).

SOCIETY OF WOMEN ENGINEERS
CAREER INFORMATION CENTER
345 EAST 47th STREET
NEW YORK, NEW YORK 10017

Contact: Ms. Carolyn Phillips, National President
(212) 752-6800 (Ext. 551)

Referrals of women engineers nationwide and internationally. Current approximate membership of 1500-2000. Has student sections at 39 U.S. engineering schools (many have talent banks). Has 20 sections composed of professional women who are engineers or in allied fields which do informal referrals. Source of mature exective talent.

TEACHING OPPORTUNITIES INFORMATION LISTING ("TOIL")
CSR EXECUTIVE OFFICE
WILFRID LAURIER UNIVERSITY
WATERLOO, ONTARIO, CANADA N2L 3C5

Contact: Norman E. Wagner, Ph.D., Executive Director
(519) 884-7300

Referrals of professors and administrators in the field of religious studies and theology. Services academic institutions, primarily departments of religion, and seminaries throughout the United States and Canada. Referral service four times annually for 1100 academic institutions plus 350 individual subscribers. Fee: $6 per year.

TODAY'S WOMAN PLACEMENT SERVICE
DIVISION OF BOLLES ASSOCIATES, INC.
21 CHARLES STREET
WESTPORT, CONNECTICUT 06880

Contact: Mrs. Dee Kampman, Director
(203) 226-4451

Nationwide professional and executive placement service for women in $10,000 to $30,000+ salary range. Provides Executive Search and consultant services. On the professional level, specializes in administrative assistants, technical specialists, staff specialists, administrators, supervisors and managers. Fee charged.

VIENN ASSOCIATES
P. O. BOX 88042
3400 MONTROSE, SUITE 707
HOUSTON, TEXAS 77007

Contact: Mr. C. E. Vienn, Senior Consultant
(713) 522-7959

Services client/companies (construction, petroleum/chemical and manufacturing) nationwide with skilled clericals, technicians and professionals (engineering, finance and marketing/sales disciplines). Provides planning research, counseling on affirmative action implementation and "Search Engagements" to locate skilled technical, professional and managerial personnel. New division, TRANS-URBAN EXPRESS, designed to provide transportation for inner-city minority groups to suburban business and industry. Also provides minority manpower consulting to transportation industry. Fee charged.

WOMEN CHEMISTS COMMITTEE OF AMERICAN CHEMICAL SOCIETY
C/O MRS. HELEN M. FREE, CHAIRMAN
AMES COMPANY, DIVISION OF MILES LABORATORIES
ELKHART, INDIANA 46514

Contact: Mrs. Helen M. Free, Chairman
(219) 264-8662

Specializes in professionals in all subdisciplines of chemistry. Referrals to medical, industrial and all types of clinical industries. Resumes and requests from prospective employers forwarded to American Chemical Society Employment Clearinghouse in Washington, D.C., whose staff tries to "match" employees and employers.

WOMEN IN COMMUNICATIONS, INC.
8305-A SHOAL CREEK BOULEVARD
AUSTIN, TEXAS 78758

Contact: Ms. Mary [illegible]. Utting, Executive Director
(512) 452-0119

Referrals of women in newspaper, magazine, radio, T.V., advertising, public relations, journalism education, and free-lance writing. Newsletter carries coded notices of jobs available and persons available for employment. Additionally, each of 80 professional chapters has a job information chairman/coordinator. Fee charged to non-members.

WOMEN TODAY
DIVISION OF TODAY PUBLICATIONS & NEWS SERVICE, INC.
621 NATIONAL PRESS BUILDING
WASHINGTON, D.C. 20004

Contact: Ms. Myra E. Barrer, Director
(202) 628-6663

Direct referrals of women professionals on a confidential basis for special requests from all types of organizations re contract compliance requirements. Consulting services in design and operation of manual and computer based talent and job banks. Publishes Women's Directory* and bi-weekly newsletter. Fee charged.

WOMEN'S CAUCUS FOR ART
C/O DR. MARY GARRARD
7010 ARONOW DRIVE
FALLS CHURCH, VIRGINIA 22042

Contact: Dr. Mary Garrard

Operates a nationwide women's job roster and placement information service based on regionally organized files containing the vitae sheets of professionally qualified women artists, art historians, art educators and museum professionals. Responds to specific institutional requests by sending vitae sheets to qualified women; institutions then contact candidates in whom they are interested.

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* See Section I.

WOMEN'S CAUCUS - RELIGIOUS STUDIES
1210 SAN LUIS ROAD
TALLAHASSEE, FLORIDA 32304

Contact: Ms. Mary Charlotte Cary, Registry Editor

Publishes Directory listing names, addresses and experience of women in the field of religious studies which may be used by employers seeking potential candidates (M.A., Ph.D., for teaching positions at colleges, universities and seminaries). Fee of $1.50 for registry; no cost for individual listing.

WOMEN'S PLACEMENT SERVICE
WOMEN'S THEOLOGICAL COALITION
BOSTON THEOLOGICAL INSTITUTE
210 HERRICK ROAD
NEWTON CENTRE, MASSACHUSETTS 02159

Contact: Ms. Barbara Gerlach, Director
(617) 969-2946

Placement of women professionals with doctoral degrees in religion seeking teaching or administrative positions. Contacts theological schools, departments of religion at colleges and universities and some church denominations re job openings and availability of women graduates. Publishes bi-monthly newsletter. Fee charged.

WOMEN'S TRAINING & RESOURCES CORPORATION
CONGRESS BUILDING, SUITE 512
142 HIGH STREET
PORTLAND, MAINE 04101

Contact: Ms. Koharig S. Kimmel, President
(207) 772-5481

Provides training programs and research on under-utilization and upgrading of women. Services business, industry, government (federal and state) agencies, educational institutions and self-employed women. Has over 50 registered consultants. Fee charged.

YWCA NATIONAL BOARD
HUMAN RESOURCES DATA BANK
600 LEXINGTON AVENUE
NEW YORK, NEW YORK 10022

Contact: Ms. Alice Levine, Research Analyst
(212) 753-4700

Identifies minorities and females for professional positions and as resource persons (speakers, trainers, subject specialists, etc.) primarily for referrals to YWCA member associations nationwide. YWCA's Third World Recruitment Program and other programs of its National Personnel and Labor Relations Office are actively recruiting minority women and providing training and upgrading opportunities.

GEOGRAPHIC AREA SERVED: ATLANTA REGION

STATES: Alabama, Canal Zone, Florida, Georgia, Kentucky, North Carolina, Mississippi, South Carolina, Tennessee.

CATEGORIES OF SPECIALIZATION*

ORGANIZATIONS	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
AMERICAN G.I. FORUM, pp. 15, 49-50	X									
ATLANTA WIDER OPPORTUNITIES FOR WOMEN, p. 52					X	X	X		X	
BLACK WOMEN EMPLOYMENT PROGRAM, p. 52		X			X				X	
COMMUNITY ACTION AGENCY, p. 52	X	X			X	X	X			
EMPLEO, INC., p. 53	X						X			
ESCAMBIA COUNTY CONCERNED CITIZENS, p. 53		X			X	X	X		X	
GREATER JACKSONVILLE ECONOMIC OPPORTUNITY, INC., p. 53	X	X	X	X	X		X			
HUMAN RESOURCES DEVELOPMENT PROGRAM, COMMUNITY SERVICE CENTER, p. 53	X	X			X	X	X			
INCORPORATED MEXICAN AMERICAN GOVERNMENT EMPLOYEES (IMAGE), p. 25	X					X			X	
LULAC, pp. 26, 50	X									
MANPOWER ADMINISTRATION, p. 53										
NAACP, pp. 27-28, 50, 54										
OIC OF AMERICA, INC., pp. 30, 50, 54										
OWENSBORO AREA ECONOMIC OPPORTUNITY COUNCIL, INC., p. 54		X					X			
PENNYRILE ALLIED COMMUNITY SERVICES, p54-55		X					X			
SABER, INC., p. 55	X					X		X	X	
SEMINOLE TRIBE OF FLORIDA, p. 55			X			X	X		X	
SER/JOBS FOR PROGRESS, INC., pp.31-32,51										
TAMPA CONCENTRATED EMPLOYMENT PROGRAM, 55	X	X				X	X	X		
URBAN LEAGUE, pp. 29-30, 51, 55										

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GEOGRAPHIC AREA SERVED: CHICAGO REGION

STATES: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION* Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
AMERICAN G.I. FORUM, pp. 15, 49-50	X									
ARCHDIOCESAN LATIN AM. COMM., p. 56	X					X	X			X
ASSOCIATION HOUSE, p. 56	X	X			X	X	X		X	
BLACK WOMEN'S ASSOC., INC., p. 56		X			X	X			X	
CHICAGO CONFERENCE ON RELIGION & RACE, TRI-FAITH EMPLOYMENT PROJECT, pp. 56-57	X	X	X	X	X	X	X			
CLARKE, RICHARD ASSOCIATES, INC., p. 57		X			X	X		X	X	X
FLEXIBLE CAREERS, p. 57					X					
HUFFMAN, C.W. & ASSOCIATES, INC., pp. 57-58		X			X				X	
HULL HOUSE SPANISH OUTPOST, p. 58	X					X	X			
IMAGE, p. 25	X					X			X	
LULAC, pp. 26, 50	X									
MANPOWER ADMINISTRATION, p. 58										
MINNEAPOLIS C.E.P., p. 58		X	X		X	X	X	X		
NAACP, pp.27-28, 50, 58-59										
NAT'L CONFERENCE OF PUERTO RICAN WOMEN, p. 59	X				X				X	
NEIGHBORHOOD RESOURCE CENTER, p. 59	X					X	X	X		
N.W. EMPLOYMENT DEV. CORP., p. 59	X	X			X	X	X		X	
OIC OF AMERICA, INC., pp. 30, 50, 60										
SER/JOBS FOR PROGRESS, INC., pp.31-32,51,60	X									
SPANISH ACTION COMM. OF CHICAGO, p. 60	X					X	X	X		
URBAN LEAGUE, pp. 29-30, 51, 60										

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GEOGRAPHIC AREA SERVED: DALLAS REGION

STATES: Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
AMERICAN G.I. FORUM, pp. 15, 49-50	X									
GALVESTON COUNTY JOBS FOR PROGRESS, p. 61	X	X	X		X	X	X	X	X	
HOUSTON O.I.C., p. 61	X	X				X	X	X	X	
IMAGE, p. 25	X					X			X	
LAFAYETTE COMMUNITY ACTION CENTER, p. 61		X			X		X			
LULAC, pp. 26, 50	X									
MANPOWER ADMINISTRATION, p. 61										
MINORITY WOMEN EMPLOYMENT PROGRAM, p. 62	X	X	X		X				X	
NAACP, pp. 27-28, 50, 62										
OIC OF AMERICA, INC., pp. 30, 50, 62										
SER/JOBS FOR PROGRESS, INC., pp.31-32,51 62	X									
SER/JOBS FOR PROGRESS OF HOUSTON, INC., p. 63	X				X	X	X		X	
URBAN LEAGUE, pp. 29-30, 51, 63										
WOMEN FOR CHANGE CENTER, p. 63					X				X	

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GEOGRAPHIC AREA SERVED: KANSAS CITY REGION

STATES: Iowa, Kansas, Missouri, Nebraska.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
AMERICAN G.I. FORUM, pp. 15, 49-50, 64	X									
APPRENTICESHIP INFORMATION CENTER, p. 64	X	X	X	X	X		X	X		
C.E.P., KANSAS CITY, p. 64	X	X	X	X	X	X	X			
EBONY EMPLOYMENT, pp. 64-65		X			X	X		X		
GREATER OPPORTUNITIES, INC., p. 65	X	X	X	X	X		X			
HUMAN DEVELOPMENT CORP. OF METROPOLITAN ST. LOUIS, p. 65		X				X	X			
IMAGE, p. 25	X					X			X	
KANSAS CITY SER/JOBS FOR PROGRESS, INC., pp. 65-66	X					X	X			
LULAC, pp. 26, 50	X									
MANPOWER ADMINISTRATION, p. 66										
NAACP, pp. 27-28, 50, 66										
OIC OF AMERICA, INC., pp. 30, 50, 66										
SER/JOBS FOR PROGRESS, INC., pp.31-32, 51, 66	X									
SPANISH SPEAKING CENTER OF DES MOINES, INC., p. 67	X					X	X			
URBAN LEAGUE, pp. 29-30, 51, 67										
WACO COMMUNITY CENTER, p. 67	X	X	X	X	X		X			
WICHITA JOB OPPORTUNITY CENTER, p. 67	X	X	X		X	X	X	X		

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GEOGRAPHIC AREA SERVED: NEW YORK REGION

STATES: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont.

CATEGORIES OF SPECIALIZATION*

ORGANIZATIONS	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
ALUMNAE PLACEMENT AGENCY, INC., p. 68					X		X		X	X
AMERICAN G.I. FORUM, pp. 15, 49-50	X								X	
BOSTON PROJECT FOR CAREERS, p. 68									X	
CHINATOWN PLANNING COUNCIL, INC., p. 68				X		X	X		X	
CHINESE DEVELOPMENT COUNCIL, p. 68				X		X	X			
COMMONWEALTH OF PUERTO RICO, p. 69	X				X	X	X		X	
F.O.C.U.S. NEWARK, INC., p. 69	X					X	X	X	X	
IBERO-AMERICAN ACTION LEAGUE, pp. 69-70	X					X	X		X	
IMAGE, p. 25	X					X			X	
JUNTA FOR PROGRESSIVE ACTION, p. 70	X						X			
KGA PERSONNEL SERVICES, p. 70		X	X					X	X	X
LULAC, pp. 26, 50	X									
LYONS, ELIZABETH T. PLACEMENT SERVICE, p. 70	X	X		X				X	X	
MANAGEMENT SERVICES (MS), p. 71	X	X	X	X	X				X	X
MANPOWER ADMINISTRATION, p. 71										
MERCER-BURLINGTON AFFIRMATIVE ACTION PLAN, p. 71	X	X	X	X			X	X		
NAACP, pp. 27-28, 50, 71										
NAT'L ASSOC. FOR PUERTO RICAN CIVIL RIGHTS, INC., p. 72	X	X			X		X	X		

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GEOGRAPHIC AREA SERVED: NEW YORK REGION

STATES: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
NAT'L CONFERENCE OF PUERTO RICAN WOMEN, p. 72	X				X				X	
NAT'L PUERTO RICAN FORUM, INC., p. 72	X				X	X	X	X	X	
NEW JERSEY DIV. OF WOMEN'S EQUITY ACTION LEAGUE, pp. 72-73					X					
NEW JERSEY TALENT BANK FOR WOMEN, p. 73					X				X	
OPPORTUNITIES FOR WOMEN, p. 73					X	X			X	
OIC OF AMERICA, INC., pp. 30, 50, 73										
PIEDMONT OPPORTUNITY CENTER, p. 74	X	X				X	X			
RESOURCE, PLACEMENT & DEVELOPMENT, INC., p. 74		X							X	X
REYNOLDS, SYDNEY ASSOCIATES, INC., p. 74					X			X	X	X
SER/JOBS FOR PROGRESS, INC.,pp.31-32, 51	X									
SUBSCRIPTION PERSONNEL SERVICES, INC., pp. 74-75	X	X			X				X	X
THE RELATIONSHIP, INC., p. 75	X	X	X	X	X			X	X	X
UNITED PROGRESS, INC., p. 75						X	X		X	
URBAN LEAGUE, pp. 29-30, 51, 75										
WIDER OPPORTUNITIES FOR WOMEN, BOSTON, p. 76					X	X			X	
WISE - HANOVER, p. 76					X	X			X	
WISE - WOW, p. 76	X	X	X	X	X		X	X	X	

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GEOGRAPHIC AREA SERVED: PHILADELPHIA REGION

STATES: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
ALPHA KAPPA ALPHA SORORITY, INC., p. 77		X			X	X		X	X	
AMERICAN G.I. FORUM, pp. 15, 49-50	X									
BALTIMORE NEW DIRECTIONS FOR WOMEN, p. 77					X	X	X	X	X	
BLACK WOMEN'S ASSOC., INC., pp. 77-78		X			X	X			X	
COUNCIL OF SPANISH SPEAKING ORGANIZATIONS, p. 78	X	X			X		X	X	X	
D.C. DEPT. OF HUMAN RESOURCES, p. 78	X					X	X		X	
DISTAFFERS, INC., pp. 78-79					X				X	X
IMAGE, p. 25	X					X			X	
JOB ADVISORY SERVICE, p. 79					X	X			X	
LULAC, pp. 26, 50	X									
LYONS, ELIZABETH T. PLACEMENT SERVICE, p. 79	X	X		X				X	X	
MANPOWER ADMINISTRATION, p. 79										
NAACP, pp. 27-28, 50, 79-80										
NAT'L CONFERENCE OF PUERTO RICAN WOMEN, p. 80	X				X				X	
OIC OF AMERICA, INC., pp. 30, 50, 80										
OPTIONS FOR WOMEN, pp. 80-81					X				X	X
RESOURCES FOR WOMEN, p. 81					X		X		X	

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GEOGRAPHIC AREA SERVED: PHILADELPHIA REGION

STATES: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

ORGANIZATIONS	CATEGORIES OF SPECIALIZATION*									
	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
RICHMOND WOMEN ON THE WAY, p. 81					X	X	X	X	X	
SER/JOBS FOR PROGRESS, INC., 31-32, 51, 81-82	X									
SUBSCRIPTION PERSONNEL SERVICES, INC., p. 82	X	X			X				X	X
URBAN LEAGUE, pp. 29-30, 51, 82										
WASHINGTON OPPORTUNITIES FOR WOMEN (WOW), p. 82					X				X	
WOMEN IN COMMUNITY SERVICE, p. 83	X	X			X	X	X	X		

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GEOGRAPHIC AREA SERVED: SAN FRANCISCO REGION

STATES: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Samoa, South Dakota, Utah, Wake Island, Washington, Wyoming.

CATEGORIES OF SPECIALIZATION*

ORGANIZATIONS	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
ADVOCATES FOR WOMEN, p. 84					X		X	X	X	
AMERICAN G.I. FORUM, pp. 15, 49-50	X									
ASIAN AMERICAN STUDIES, p. 84				X					X	
ASIAN, INC., p. 84				X		X		X	X	
BAY AREA URBAN LEAGUE, INC., 85	X	X	X	X	X	X	X	X	X	
CHICANA SERVICE ACTION CENTER, p. 85	X				X	X	X			
CHINATOWN - NORTH BEACH COMMUNITY ENGLISH LANGUAGE CENTER, p. 86				X		X	X		X	
CHINESE FOR AFFIRMATIVE ACTION, p. 86				X		X			X	
CONCILIO MEXICANO DE CHICO, p. 86	X						X		X	
DEMONSTRATION PROJECT FOR ASIAN AMERICANS pp. 86-87				X	X		X		X	
EAST LOS ANGELES CONCENTRATED EMPLOYMENT PROJECT, p. 87	X					X	X			
EMPLOYMENT OPPORTUNITIES CENTER, p. 87				X		X	X			
FRIENDSHIP HOUSE OF THE CHRISTIAN REFORMED CHURCH, pp. 87-88			X				X			
IMAGE, p. 25	X					X			X	
LATIN AMERICAN RESEARCH & SERVICE AGENCY (LARASA), p. 88	X					X	X		X	

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GEOGRAPHIC AREA SERVED: SAN FRANCISCO REGION

STATES: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Samoa, South Dakota, Utah, Wake Island, Washington, Wyoming.

CATEGORIES OF SPECIALIZATION*

ORGANIZATIONS	Minority					Skills				
	S	B	I	A	F	C	N	T	P	$
LULAC, pp. 26, 50	X									
MANPOWER ADMINISTRATION, p. 88										
NAACP, pp. 27-28, 50, 89										
OCEANVIEW, MERCED HEIGHTS, INGLESIDE (OMI) COMMUNITY ASSOC., p. 89		X					X			
OIC OF AMERICA, INC., pp. 30, 50, 89										
ORIENTAL SERVICE CENTER, p. 90				X						
SER/JOBS FOR PROGRESS, INC., pp. 31-32, 51, 90	X									
URBAN LEAGUE, pp. 29-30, 51, 90										
VIRGINIA NEAL BLUE RESOURCE CENTERS FOR COLORADO WOMEN, p. 91					X					
WASHINGTON STATE COMMISSION ON ASIAN AMERICAN AFFAIRS, p. 91				X					X	
YOUTH FOR SERVICE, p. 91						X	X			
YWCA - BETTER JOBS FOR WOMEN - DENVER, p. 91					X		X			

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GENERAL REGIONAL AND LOCAL SOURCES

Following are some regional and local sources for recruitment and information on other sources. Organizations are listed by the seven geographic areas in which EEOC has Regional Offices.

Employers may contact EEOC Voluntary Programs staff in the appropriate region for suggestions on additional, current local referral sources.

A. PUBLIC AGENCIES

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (REGIONAL OFFICES)

	STATES
ATLANTA REGIONAL OFFICE Citizens Trust Building Suite 1150 75 Piedmont Avenue, N.E. Atlanta, Georgia 30303 (404) 526-6991	Alabama, Canal Zone, Florida, Georgia, Kentucky, N. Carolina, Mississippi, S. Carolina, Tennessee
CHICAGO REGIONAL OFFICE 600 S. Michigan Ave., Rm. 611 Chicago, Illinois 60605 (312) 353-1488	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
DALLAS REGIONAL OFFICE 1100 Commerce St., Rm. 5A4 Dallas, Texas 75202 (214) 749-1841	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
KANSAS CITY REGIONAL OFFICE 601 E. 12th St., Rm. 113 Kansas City, Missouri 64106 (816) 374-2781	Iowa, Kansas, Missouri, Nebraska
NEW YORK REGIONAL OFFICE Federal Office Building 26 Federal Plaza, Rm. 1615 New York, New York 10007 (212) 264-3640	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont

PHILADELPHIA REGIONAL OFFICE 127 N. 4th Street, 3rd Floor Philadelphia, Pennsylvania 19106 (215) 597-7784	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
SAN FRANCISCO REGIONAL OFFICE 300 Montgomery St., Suite 740 San Francisco, Calif. 94104 (415) 556-1775	Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, N. Dakota, Oregon, Samoa, S. Dakota, Utah, Wake Island, Washington, Wyoming

STATE EMPLOYMENT SERVICES (STATE AND LOCAL OFFICES)

These are primary referral sources in all Regions (see under State (Employment Service) in local telephone directory) for locating professional, as well as clerical, technical, skilled and unskilled workers. Many have computerized job banks. These offices also serve as placement centers for many publicly-funded, job-training programs.

REGIONAL OFFICES, MANPOWER ADMINISTRATION, U.S. DEPT. OF LABOR

Central information sources for current federally-funded training programs (see regional listings).

STATE, COUNTY AND CITY HUMAN RESOURCES DEPARTMENTS*

These (or similarly titled) agencies, along with the Employment Service and Regional Manpower Office, are sources of information and referrals for many publicly-funded training programs and organizations serving minorities and females, such as:

Apprenticeship Training; Apprenticeship Outreach (including many skilled crafts);

Job Corps; Neighborhood Youth Corps;

Women in Community Service (WICS);

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* Consult telephone directory or see Section I for Directory listing these agencies.

Work Incentive Program (WIN);

Concentrated Employment Program (CEP);

JOBS Program (federally-funded, on-the-job training);

American Indian Training Programs;

Community Action and other special local training programs.

(Only a few of these local programs are in the following regional listings).

STATE AND CITY HUMAN RIGHTS AGENCIES*

VETERAN'S ADMINISTRATION (LOCAL OR REGIONAL OFFICES)

CITY, COUNTY AND STATE PROBATION AND PAROLE AGENCIES (Inquire also about work-release programs and skilled-trade training programs of local institutions).

STATE VOCATIONAL REHABILITATION PROGRAMS**

COMMUNITY ACTION AGENCIES

B. PRIVATE AGENCIES

AMERICAN G.I. FORUM
P. O. BOX 5057
CORPUS CHRISTI, TEXAS 78404

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*Consult telephone directory or see Section I for Directory listing these agencies.

**As of June 1974, Federal Government contractors are required to undertake affirmative action in recruiting and hiring qualified handicapped persons.

Contact: Mr. Antonio Morales, Nat'l Chairman, (512) 884-2401, or Mr. Bernardo Sandoval, Exec. Secretary/Treasurer, (512) 883-4333 or 882-6796

About 200 chapters of this organization in 43 States provide informal referrals of Spanish-surnamed Americans of professional and other job levels (see national listing). Contact National Office for referral to appropriate local sources.

LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC)
NATIONAL OFFICE
3033 N. CENTRAL AVENUE, SUITE 402
PHOENIX, ARIZONA 85012

Contact: General Administration Division Manager
(602) 263-5291

About 2000 local councils in 33 States provide informal referrals for jobs at all levels. Some local councils have job placement service. (See national listing). Contact National Office for referral to appropriate local councils.

NAT'L ASSOC. FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)

National membership organization. Does not have formal job referral service, but regularly services employers' job requests, directly or by contacting appropriate Regional Office and/or local branches (1700 nationwide). Local branches have broad community contacts with many potential qualified job applicants. Contact Regional Offices or consult telephone directory for local NAACP branch listing. (See national and regional listings).

OPPORTUNITIES INDUSTRIALIZATION CENTERS (OIC's) OF AMERICA, INC.

See national listing for general description. Approximately 115 local OIC's conduct varied skill training programs and provide referral and placement services. A few local OIC's are listed. Contact Regional Directors for locations of other OIC's. (See regional listings).

SER/JOBS FOR PROGRESS, INC. (Consult telephone directory)

See national listing for general description. Varied training programs, job development and placement services provided by 50 SER offices in 43 cities. (Some local SER programs are in regional listings. Contact National Office for other local programs).

URBAN LEAGUES

Local Urban Leagues provide referrals for jobs at all levels and participate in National Skills Bank. (See national listing). Local Leagues also conduct varied skill training and apprenticeship programs for women and minorities. Contact Regional Office or consult local telephone directory for address and telephone of Urban League cities in various regions. For non-Urban League Cities, contact nearest Regional Office (see regional listings).

C. OTHER SOURCES

Each community has a wide range of organizations representing or including minority groups and women which serve as formal or informal referral sources. Some suggestions:

- Minority and women's media* (for advertisements and information on community groups)
- High schools, vocational schools, community colleges and higher education institutions (placement offices, counsellors, and alumni and alumnae associations)
- Social service and welfare agencies (members of local United Fund)
- YWCA and YMCA
- Settlement houses and community centers
- Block clubs, church and civic groups.

* See Section I for Directory.

ATLANTA REGION

ATLANTA WIDER OPPORTUNITIES FOR WOMEN
161 PEACHTREE STREET, N.E., ROOM 310
ATLANTA, GEORGIA 30303

Contact: Ronnie Auerhahn or Bernice Morrison, Coordinators
(404) 656-5923

Funded by the U.S. Department of Labor. Offers employers a talent bank of women with capabilities ranging from general to highly specialized. Free advertising of job openings to employers. Also provides a career advisory and information service, resume guidance and "volunteer-to-career" training to women. Job development staff works closely with the Georgia State Employment Service. Serves Metropolitan Atlanta area.

BLACK WOMEN EMPLOYMENT PROGRAM
SOUTHERN REGIONAL COUNCIL
52 FAIRLIE STREET, N.W.
ATLANTA, GEORGIA 30303

Contact: Ms. Alexis Herman, Director
(404) 522-8764

Places black females of college education level in professional, managerial and technical jobs. Counsels applicants to meet the specific requirements of prospective employers. Serves scientific, banking, industrial and communications organizations in the Atlanta Metropolitan area.

COMMUNITY ACTION AGENCY
97 NORTH THIRD STREET
MEMPHIS, TENNESSEE 38103

Contact: Ms. Verni Nerren, Director
(901) 534-9781

Provides employment and referral services in Memphis and Shelby Counties.

EMPLEO, INC.
1545 S.W. FIRST STREET
MIAMI, FLORIDA 33130 (Telephone: 305-642-6440)

Federally-funded training center. Refers varied non-professional and semi-skilled applicants.

ESCAMBIA COUNTY CONCERNED CITIZENS
6514 HAMPTON ROAD
PENSACOLA, FLORIDA 32505

Contact: Rev. H.C. Calloway, President; (904) 476-5137

Places office/clerical workers, non-professionals and professionals (teachers) in educational, medical, industrial, retail and/or commercial businesses. Makes contact about job opportunities. Refers persons to other agencies that are positioned to help. Members serve on local EEO committees. Serves Escambia County.

GREATER JACKSONVILLE ECONOMIC OPPORTUNITY, INC.
P. O. BOX 208
JACKSONVILLE, FLORIDA 32201

Contact: Ms. Annett Hughes, Personnel Administrator
(904) 355-3651

Anti-poverty program. Provides job placement and training (clerk typist, welders, sales-clerk, cashier, building maintenance and machine repairman). Area served: Jacksonville/ Duval County including Baldwin, Florida & Jacksonville Beach.

HUMAN RESOURCES DEVELOPMENT PROGRAM
COMMUNITY SERVICE CENTER
3410 N. 22nd STREET
TAMPA, FLORIDA 33605

Contact: Mr. James L. Campbell, Manager
(813) 248-6171

Refers applicants to agencies that can provide direct employment or job training. Maintains a listing of available job opportunities. Serves City of Tampa.

MANPOWER ADMINISTRATOR (REGION IV)
U.S. DEPARTMENT OF LABOR
1371 PEACHTREE ST., N.E., RM. 405
ATLANTA, GEORGIA 30309
(404) 526-5411

STATES: Alabama, Florida, Georgia, Kentucky, Mississippi, N. Carolina, S. Carolina, Tennessee.

NAACP - REGION V
970 HUNTER STREET, S.W.
ATLANTA, GEORGIA 30314

STATES: Alabama, Florida, Georgia, Mississippi, N. Carolina, S. Carolina, Tennessee

Contact: Ms. Ruby Hurley
(404) 688-8868

NAACP - REGION III
15½ EAST RICH STREET
COLUMBUS, OHIO 43215

STATE: Kentucky

Contact: Mr. Harold Strickland
(614) 221-5187

OIC OF AMERICA, INC.
REGION IV
3500 GREENBRIAR PARKWAY, S.W., SUITE 319
ATLANTA, GEORGIA 30331

Contact: Mr. Milton U. Oates, Director
(404) 349-4022

OWENSBORO AREA ECONOMIC OPPORTUNITY COUNCIL, INC.
1501 FREDERICA STREET, ROOM 201
P. O. BOX 630
OWENSBORO, KENTUCKY 42301

Contact: Mr. Ronald Lee Logsdon, Exec. Director
(502) 683-7317

Finds job openings, provides placement and follow-up counseling for poor and disadvantaged non-professionals. Manpower coordinator cooperates with other manpower resources. Provides job development and assessment of employment practices. Serves Daviess, Hancock, McLean and Ohio Counties.

PENNYRILE ALLIED COMMUNITY SERVICES, INC.
ERA BUILDING
125 W. 7th STREET
HOPKINSVILLE, KENTUCKY 42440

Contact: Rev. C.A. Striplin, Equal Opportunity Officer
(502) 886-6341

Refers, places and trains non-professionals in construction, medical, educational, transportation and coal mining industries. This organization was created 7/1/74 -- merger between Hopkins-Muhlenberg and the Pennyrile Community Action Agencies. Serving Caldwell, Crittenden, Hopkins, Livingston, Lyon, Muhlenberg, Christian, Todd and Trigg Counties.

SABER, INC.
953 S.W. FIRST STREET
MIAMI, FLORIDA 33130 (Telephone: 303-371-2165)

Referrals of skilled and professional applicants. Also provides training for clerical and technical jobs (employer funded). Predominantly Cuban, but also other SSA referrals.

SEMINOLE TRIBE OF FLORIDA
HUMAN RESOURCE CENTER
6073 STIRLING ROAD
HOLLYWOOD, FLORIDA 33024

Contact: Clarant Harrel, Employment Assistance Officer
(305) 583-7112, Ext. 26

Employment assistance program provides referrals of American Indians primarily from Brighton, Big Cypress, and Hollywood Indian Reservations. Works closely with the Florida State Employment Agency of Hollywood, Florida.

TAMPA CONCENTRATED EMPLOYMENT PROGRAM (TCEP)
112 E. CASS STREET, 2nd FLOOR
TAMPA, FLORIDA 33602

Contact: A.A. Cannata, Exec. Director
(813) 223-4205

Department of Labor funded manpower program. Services provided include counseling, skill training, job development and follow-up on job referrals.

URBAN LEAGUE
SOUTHERN REGIONAL OFFICE
SOUTHLAND MARIETTA BUILDING
136 MARIETTA STREET, N.W., SUITE 242
ATLANTA, GEORGIA 30303

Contact: Mr. Clarence D. Coleman, Director
(404) 688-8778

CHICAGO REGION

ARCHDIOCESAN LATIN AMERICAN COMMITTEE
1300 SOUTH WABASH
CHICAGO, ILLINOIS 60605

Contact: Mr. Tony Llano, Employment Counselor
(312) 427-7078

Placement service via radio/press announcements for job opportunities. Fee charged.

ASSOCIATION HOUSE
2150 W. NORTH AVENUE
CHICAGO, ILLINOIS 60647

Contact: Mr. Miguel Santos, Employment Office Unit Director
(312) 276-0084

Provides limited job referrals to factories, companies and agencies. On the professional level, specializes in teachers and carpenters.

BLACK WOMEN'S ASSOCIATION, INC.
P. O. BOX 193
PITTSBURGH, PENNSYLVANIA 15230

Contact: Ms. A. Jean Owens, Secretary
(412) 624-5865

Informs women of job vacancies. Listed with State Agencies and with a number of industries with Affirmative Action Programs. Also refers to agencies with job data banks. Services educational, state and medical organizations in Ohio.

CHICAGO CONFERENCE ON RELIGION & RACE
TRI-FAITH EMPLOYMENT PROJECT
116 S. MICHIGAN AVENUE, ROOM 1500
CHICAGO, ILLINOIS 60603

Contact: Terry Wilkey, Director of Job Development
(312) 641-1030

Federally and locally funded non-profit placement agency free to companies and to all applicants. Follows job order specifications closely; status of an opening checked before referrals are made. Job orders placed through central office or one of 6 neighborhood employment centers. Refers primarily skilled, semi-skilled, clericals, medical aides and some professionals in Chicago Metropolitan area.

CLARKE, RICHARD ASSOCIATES, INC.
75 E. WACKER DRIVE, SUITE 1000
CHICAGO, ILLINOIS 60601

Contact: Mrs. Moe Gardner, Office Manager
(312) 782-8989

Minority group personnel specialists servicing industrial - white collar companies in Chicago; Gary, Indiana; and Wisconsin. On the professional level, specializes in accountants, engineers, managers, salesmen and business degree graduates. Fee charged.

FLEXIBLE CAREERS
LOOP CENTER YWCA
37 S. WABASH AVENUE, ROOM 714
CHICAGO, ILLINOIS 60603

Contact: Ms. Susan E. Schwerin, Coordinator
(312) 263-2488/2514

Multi-service, women's career information center provides: 1) Skills Bank, containing resumes of ready-to-work women: special focus on less than full-time jobs; 2) Job Development Advisory Board to identify and meet employers' personnel needs; 3) Information Clearinghouse, library of resource materials, including reports of flexible work patterns; and 4) Seminars for employers on implementing flexible scheduling. Maintains job orders and seeks out job listings. Received $27,000 grant in 1973 to develop flexibly scheduled jobs. Services Chicago Metropolitan area. Fee charged.

HUFFMAN, C.W. & ASSOCIATES, INC.
903 COMMERCE DRIVE
OAK BROOK, ILLINOIS

Contact: Mr. C.W. Huffman, President
(312) 325-8160

Provides referrals of women and black professionals (accounting, financial, sales, marketing and administrative management fields) in the Metropolitan Chicago area.

HULL HOUSE SPANISH OUTPOST
3225 N. SHEFFIELD
CHICAGO, ILLINOIS 60657

Contact: Ms. Margarita Gonzalez, Director
(312) 348-7020

Provides job referrals of clericals and non-professionals. Services banks and factories. Serves Lakeview area of Chicago.

MANPOWER ADMINISTRATOR (REGION V)
U.S. DEPARTMENT OF LABOR
300 SOUTH WACKER DRIVE
CHICAGO, ILLINOIS 60606
(312) 353-4135

STATES: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

MINNEAPOLIS CONCENTRATED EMPLOYMENT PROGRAM
2632 NICOLLET AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55408

Contact: Mr. Gary E. Levin, Deputy Director
(612) 827-6151

Serving the City of Minneapolis with primary emphasis on Model City area of South Minneapolis, offers comprehensive package of manpower and supportive services for the disadvantaged. Services include outreach, intake, orientation, counseling, pre-vocational and vocational education, job development, placement and follow-up. Provides full range of entry level positions in business, industry, public service agencies and government.

NAACP - REGION III
15½ EAST RICH STREET
COLUMBUS, OHIO 43215

STATES: Illinois, Indiana, Michigan, Ohio, Wisconsin

Contact: Mr. Harold Strickland
(614) 221-5187

NAACP - REGION IV
1259 N. KINGSHIGHWAY BOULEVARD
ST. LOUIS, MISSOURI 63113

STATE: Minnesota

Contact: Mrs. Ina Boon
(314) 361-3020

NATIONAL CONFERENCE OF PUERTO RICAN WOMEN
P. O. BOX 4804
WASHINGTON, D.C. 20008

Contact: Ms. Paquita Vivo, President

Provides informal referrals of professional Puerto Rican women by means of irregular newsletter. Area served: Chicago, New York, New Jersey and Washington Metro area.

NEIGHBORHOOD RESOURCE CENTER
537 W. 28th STREET
CHICAGO, ILLINOIS 60616

Contact: Ms. Emily Garcia Montiel, Unit Director
(312) 225-3923/3959

A CAP agency (under OEO funding). Provides manpower placement and job development for general white and blue collar jobs. Serves Chicago area.

NORTHWEST EMPLOYMENT DEVELOPMENT CORPORATION
923 NORTH WOLCOTT AVENUE
CHICAGO, ILLINOIS 60622

Contact: Mr. Alfonso Castillon, Director
(312) 278-5130

Referrals to factories, hospitals and offices in Chicago area. Assists employers in implementing on-the-job training, in translating job-related manuals and instructions, etc.

OIC OF AMERICA, INC.
REGION V
53 WEST JACKSON BOULEVARD, SUITE 300
CHICAGO, ILLINOIS 60604

Contact: Mr. Raymond Griswold, Director
(312) 427-9536

SER/JOBS FOR PROGRESS, INC.

See national listing for general description. Varied training programs, job development and placement services provided by 50 SER offices in 43 cities. Contact may be made with local programs or National Office. SER programs in this region are located in the following cities: Racine, Wisconsin; Detroit, Michigan; East Chicago, Indiana; and Chicago, Illinois. (Consult telephone directory or write National Office for address and telephone number).

SPANISH ACTION COMMITTEE OF CHICAGO
2721 W. DIVISION STREET
CHICAGO, ILLINOIS 60622

Contact: Mr. Frank Alvarado
(312) 235-1902/3

Provides limited employment referrals and other supportive services. Serves Chicago area.

URBAN LEAGUE
MIDEASTERN REGIONAL OFFICE
1 CASCADE PLAZA, SUITE 1308
AKRON, OHIO 44308

Contact: Mr. Clarence N. Wood, Director
(216) 762-6233

DALLAS REGION

GALVESTON COUNTY JOBS FOR PROGRESS, INC.
1902 N½
GALVESTON, TEXAS 77550

Contact: Pat Padilla, Member/Board of Directors
(713) 945-9276

Galveston county-wide training and referral services.

HOUSTON OPPORTUNITIES INDUSTRIALIZATION CENTER
3602 NAVIGATION STREET
HOUSTON, TEXAS 77003

Contact: Mr. W.J. Foreman, Job Developer
(713) 222-8361

Provides pre-vocational and skill training in auto mechanics and clerical skills. Also G.E.D. preparation and English as a second language. Job Development Department provides a link between trainees and employers in setting up interviews. Lists job openings. Referral services to any organization.

LAFAYETTE COMMUNITY ACTION CENTER
501 ST. JOHN
P. O. BOX 3343
LAFAYETTE, LOUISIANA 70501

Contact: Francis Bernard
(318) 232-6810

Limited job referrals of non-professionals locally.

MANPOWER ADMINISTRATOR (REGION VI)
U.S. DEPARTMENT OF LABOR
FEDERAL BLDG., U.S. COURTHOUSE
1100 COMMERCE STREET
DALLAS, TEXAS 75202
(214) 749-2841

STATES: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

MINORITY WOMEN EMPLOYMENT PROGRAM
2626 CALUMET
HOUSTON, TEXAS 77004

Contact: Ms. Beverly Lyle, Director
(713) 526-3495

A pilot project designed to assist minority women who have college training and/or equivalent experience to find technical professional and managerial jobs in the Houston Metro area. Provides employers with well qualified women selectively screened to meet specific company standards. Services private industry; on the professional level, specializes in chemists, biologists, accountants, counselors, research technicians, etc.

NAACP - REGION VI
2600 FLORA STREET, RM. 100-1
DALLAS, TEXAS 75204

STATES: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Contact: Mr. Richard L. Dockery
(214) 747-0057

OIC OF AMERICA, INC.
REGION VI
2902 MAPLE AVENUE
DALLAS, TEXAS 75201

Contact: Mr. Don Harty, Director
(214) 741-1616

SER/JOBS FOR PROGRESS, INC.

See national listing for general description. Varied training programs, job development and placement services provided by 50 SER offices in 43 cities. Contact may be made with local SER programs or National Office. SER programs in this region are located in the following cities: Texas: El Paso, Houston, San Antonio, Austin, Brownsville, Corpus Christi, Galveston, Lubbock, San Juan and Dallas; New Mexico: Albuquerque, Las Cruces and Santa Fe. (Consult telephone directory or write National Office for address and telephone number).

SER/JOBS FOR PROGRESS OF HOUSTON, INC.
609 FANNIN STREET, 18th FLOOR
HOUSTON, TEXAS 77002

Contact: Mr. Ernest O. Garcia, Director
(713) 228-8041

Serves as employment agency and training center. Training includes: key punch, secretarial, computer programming, hair-styling, meat cutter, auto mechanics, machine tool, welding, advanced adult education (GED) and English as a second language. Training concluded by job placement by SER.

URBAN LEAGUE
MIDWESTERN REGIONAL OFFICE
CHEMICAL BUILDING
721 OLIVE STREET, SUITE 1408
ST. LOUIS, MISSOURI 63101

Contact: Mr. Clarence E. Thomas, Director
(314) 421-6393

WOMEN FOR CHANGE CENTER
3220 LEMMON AVENUE, SUITE 290
DALLAS, TEXAS 75204

Contact: Ms. Deborah DeBerry-Kershaw, Co-Director
(214) 522-3560/1

Job listings are maintained in the Job Bank. The Employment Information Service proposes to effect change in the recruitment and placement of qualified women in educational, industrial, and technical fields by raising awareness and improving communications with the business community. Provides referrals of professional women primarily in the Dallas/Ft. Worth Metro area, as well as North Texas.

KANSAS CITY REGION

AMERICAN G.I. FORUM
1406 SOUTH 26th STREET
KANSAS CITY, KANSAS 66106

Contact: Mr. Luis C. Mendez
(913) 722-3183

Local chapter of national organization representing Americans of Mexican descent. Provides referral services to employers in Kansas City area. (See national listing for contact with other chapters).

APPRENTICESHIP INFORMATION CENTER
1309 S. TOPEKA AVENUE
TOPEKA, KANSAS 66612

Contact: Mr. Phillip Clouse, Director
(913) 357-1291

Referrals to apprenticeship openings. Serves primarily Northeast Kansas.

CONCENTRATED EMPLOYMENT PROGRAM
3030 PROSPECT STREET
KANSAS CITY, MISSOURI 64128

Contact: Mr. Jerry Goldberg, Executive Director
(816) 861-9373

Referrals of clericals and non-professionals in the Kansas City Metropolitan area.

EBONY EMPLOYMENT
1103 GRAND AVENUE, #1025
KANSAS CITY, MISSOURI 64106

Contact: Mr. Samuel W. Watson, President/Owner
(816) 221-2090

With contacts in over 100 cities, specializes in referrals of women and blacks to insurance, pharmaceutical, communications, banks, utilities, research organizations, consumer products manufacturers, and accounting firms. Provides referrals of clericals and technicians in Metropolitan Kansas City area; professional referrals nationwide. Fee charged.

GREATER OPPORTUNITIES, INC.
917 WALNUT STREET
DES MOINES, IOWA 50309

Contact: Ms. Jeanette Jennings, Executive Director
(515) 288-6051

Neighborhood Opportunity Centers provide referrals to standard employment placement services. Youth Opportunity Center employs 14-25 year olds in work training or permanent jobs. Job placement and training provided for disadvantaged youth through Manpower Programs, a combined effort of state, local & federal funds. A job referral specialist concentrates on placement of minorities and/or disadvantaged people into apprenticeships in construction.

HUMAN DEVELOPMENT CORP. OF METROPOLITAN ST. LOUIS
1321 CLARK AVENUE
ST. LOUIS, MISSOURI 63103

Contact: Mr. Gordon Henderson, Chief/Manpower Development
(314) 241-7500

Operates Neighborhood Youth Corps., Concentrated Employment Program for DOL and a Comprehensive Manpower Program for OEO. Provides orientation, basic education, vocational training, counseling, job development and job placement services for about 10,000 youth and adults annually. Maintains a job bank and an occupational roster.

KANSAS CITY SER/JOBS FOR PROGRESS
MEMORIAL HALL BUILDING
600 NORTH 7th STREET
KANSAS CITY, KANSAS 66101

Contact: Lupe M. Gonzalez, Director
(913) 371-6223

Manpower employment agency funded by U.S. Dept. of Labor and Economic Opportunity Foundation. Services include direct job referrals, counseling, job development, referral to training and referral to supportive services. Serves Greater Kansas City area.

MANPOWER ADMINISTRATOR (REGION VII)
U.S. DEPARTMENT OF LABOR
FEDERAL BLDG., ROOM 3000
911 WALNUT STREET
KANSAS CITY, MISSOURI 64106
(816) 374-3796

STATES: Iowa, Kansas, Missouri, Nebraska

NAACP - REGION IV
1259 N. KINGSHIGHWAY BLVD.
ST. LOUIS, MISSOURI 63113

Contact: Mrs. Ina Boon
(314) 361-3020

STATES: Iowa, Kansas, Missouri, Nebraska

OIC OF AMERICA, INC.
REGION VII
12 GATEWAY CENTER
4th & STATE AVENUE, SUITE 215
KANSAS CITY, KANSAS 66101

Contact: Mr. Clarence Akins, Director
(913) 621-6959

SER/JOBS FOR PROGRESS, INC.

See national listing for general description. Varied training programs, job development and placement services provided by 50 SER offices in 43 cities. Contact may be made with local SER programs or National Office. SER programs in this region are located in the following cities: Topeka, Kansas and Scottsbluff, Nebraska. (Consult local telephone directory or write National Office for address and telephone number).

SPANISH SPEAKING CENTER OF DES MOINES, INC.
1000 COLLEGE AVENUE, ROOM 210
DES MOINES, IOWA 50315

Contact: Mr. Richard Pabon, Director
(515) 282-1567

Provides information and/or referral of Spanish-speaking citizens to appropriate agencies and organizations in Polk County (primarily Des Moines, West Des Moines, Clive and Urbandale). Serves as cumulative storehouse of data, research and statistics pertaining to Spanish-speaking persons in Polk County, Iowa.

URBAN LEAGUE
MIDWESTERN REGIONAL OFFICE
CHEMICAL BUILDING
721 OLIVE STREET, SUITE 1408
ST. LOUIS, MISSOURI 63101

Contact: Mr. Clarence E. Thomas, Director
(314) 421-6393

WACO COMMUNITY CENTER
2700 WOODLAND STREET
WICHITA, KANSAS

Contact: Mr. Trini Lopez
(316) 838-1454

Opportunity Center. Refers persons to agencies and programs for work or training opportunities.

WICHITA JOB OPPORTUNITY CENTER
P. O. BOX 877
402 EAST 2nd STREET
WICHITA, KANSAS 67201

Contact: Billie M. Moore, Manager
(316) 265-1261

Offers placement services to employers in the Wichita Standard Metropolitan Statistical Area (SMSA).

NEW YORK REGION

ALUMNAE PLACEMENT AGENCY, INC.
541 MADISON AVENUE
NEW YORK, NEW YORK 10022

Contact: Miss Alice Gome King, Executive Director
(212) 755-3030

Placement of college women in all types of businesses and professions (except teaching) in New York City area. Fee charged.

BOSTON PROJECT FOR CAREERS
83 PROSPECT STREET
W. NEWTON, MASSACHUSETTS 02165

Contact: Ms. Judy F. Kugel, Co-Director
(617) 969-2339

Maintains a roster of professionals interested in working flexible hours. Serves Greater Boston, Massachusetts area.

CHINATOWN PLANNING COUNCIL, INC.
45 EAST BROADWAY
NEW YORK, NEW YORK 10002

Contact: Samson Kwok or Charles Wang
(212) 227-9620/21

Provides some referrals of office/clerical workers, non-professionals and some college-trained professionals into banks, white & blue collar jobs, mostly in entry levels. Serves all Chinese throughout New York City with special emphasis in the Lower East Side.

CHINESE DEVELOPMENT COUNCIL
5 DIVISION STREET
NEW YORK, NEW YORK 10002

Contact: Mr. David Ho, Executive Director
(212) 966-6340/41

Referrals of Asian Americans in office/clerical and non-professional levels in New York City.

COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF LABOR - MIGRATION DIVISION
NATIONAL OFFICE
322 WEST 45th STREET
NEW YORK, NEW YORK 10036

Contact: Ms. Elsie Herger, Director/Professional Employment
(212) 245-0700, Ext. 838

National Office maintains a computerized Spanish-Surnamed Resume Bank. The following Regional Offices also make job referrals:

157 North Street
Middletown, NY 10940
(914) 342-5423/4/5

74 Main Street West
Rochester, NY 14614
(716) 454-2290

333 Arch Street
Camden, NJ 08102
(609) 964-2043

38 Broad Street
Keyport, NJ 07735
(201) 264-5548

179 Allyn Street
Hartford, CT 06103
(203) 525-8641

31 St. James Avenue
Boston, MA 02116
(617) 482-3216/7/8

F.O.C.U.S. NEWARK, INC.
443 BROAD STREET
NEWARK, NEW JERSEY 07102

Contact: Mr. Jose Rosario, Program Director
(201) 624-2528/9

Federally funded multi-service center. Maintains a talent bank of SSA's for referrals to private, municipal, county and government agencies. Area served: Essex, Hudson, Passaic, Middlesex, Bergen and Union Counties of New Jersey. Referrals of professionals statewide.

IBERO-AMERICAN ACTION LEAGUE, INC.
938 CLIFFORD AVENUE
ROCHESTER, NEW YORK 14621

Contact: Mr. Domingo Garcia, Executive Director
(716) 544-3896

Specializes in referrals of SSA's to service and manufacturing

firms. Area served: Rochester, Syracuse, Buffalo and Monroe Counties, New York.

JUNTA FOR PROGRESSIVE ACTION, INC.
622 HOWARD AVENUE
NEW HAVEN, CONNECTICUT 06519

Contact: Mr. Herman Raul Soto, Executive Director
(203) 624-6679 or 562-2933

Operates a number of services for Spanish-surnamed Americans including job referral and placement in New Haven area.

KGA PERSONNEL SERVICES
4218 PRUDENTIAL TOWER
P. O. BOX 443
BOSTON, MASSACHUSETTS 02199

Contact: Ms. Rosalind Matthews, Vice President
(617) 267-9262

Provides professional minority talent for managerial and executive positions. Employers submit job descriptions; referrals made of resumes of qualified candidates. Services include: locating, recruiting, screening, counseling, placement, relocation assistance, social adjustment, and post counseling. Services manufacturing, banking, retailing, insurance and other organizations. Specializes in technicians (engineers, draftsmen, etc.) and professionals (accounting, finance, economics, etc.) primarily in New England; plan to expand nationwide. Fee charged.

LYONS, ELIZABETH T. PLACEMENT SERVICE
1050 GEORGE STREET, SUITE 10-J
NEW BRUNSWICK, NEW JERSEY 08901

Contact: Ms. Elizabeth T. Lyons, Chief Executive
(201) 249-6307

Provides search and placement services for the pharmaceutical, scientific, health care, and research and development units of industries. Serves primarily Mid-Atlantic States; plans to expand through nationwide advertising. Fee charged.

MANAGEMENT SERVICES (MS)
DIVISION OF REMER RIBOLOW AGENCY
2 WEST 45th STREET
NEW YORK, NEW YORK 10036

Contact: Ms. Adele Ribolow, Director
(212) 867-6080

Professional and executive placements of women and minorities principally in New York tri-state area; some referrals nationwide. Fee charged.

MANPOWER ADMINISTRATOR (REGION I)
U.S. DEPARTMENT OF LABOR
J.F. KENNEDY BUILDING
GOVERNMENT CENTER, ROOM 1703
BOSTON, MASSACHUSETTS 02203
(617) 223-6439

STATES: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

MANPOWER ADMINISTRATOR (REGION II)
U.S. DEPARTMENT OF LABOR
1515 BROADWAY
NEW YORK, NEW YORK 10036
(212) 971-5445

STATES: New Jersey, New York, Puerto Rico, Virgin Islands.

MERCER-BURLINGTON AFFIRMATIVE ACTION PLAN
34 W. LAFAYETTE STREET
TRENTON, NEW JERSEY 08608

Contact: Mr. A.B. White, Executive Director
(609) 396-2424

Recruits, tests, evaluates, places and monitors training of minorities in the construction trades for those unions signatory to Mercer-Burlington Affirmative Action Plan, Inc. agreement. Specializes in placement of sheetmetal workers, carpenters, steam fitters, brickmasons, electricians, plumbers, ironworkers, etc. in Mercer and Burlington Counties of New Jersey.

NAACP - REGION II
1790 BROADWAY
NEW YORK, NEW YORK 10019

STATES: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont.

Contact: Mr. Jerry Guess
(212) 245-2100

NATIONAL ASSOCIATION FOR PUERTO RICAN CIVIL RIGHTS, INC.
175 EAST 116th STREET
NEW YORK, NEW YORK 10029

Contact: Mr. Antonio Riva, Director of Operations
(212) 348-3973

Provides referrals mainly in New York City Metropolitan Area; also provides support services.

NATIONAL CONFERENCE OF PUERTO RICAN WOMEN
P. O. BOX 4804
WASHINGTON, D.C. 20008

Contact: Ms. Paquita Vivo, President

Provides informal referrals of professional Puerto Rican women by means of irregular newsletter. Area served: New York, New Jersey, Chicago and Washington Metropolitan Area.

NATIONAL PUERTO RICAN FORUM, INC.
214 MERCER STREET
NEW YORK, NEW YORK 10012

Contact: Mrs. Norma Bardeguez, Supervisor/Talent Registry
(212) 533-0100

Acquaints potential employees with career opportunities; give technical assis' nce to manpower training programs; offers human relations courses to management; services private corporations, non-profit organizations, city, state and federal agencies. Major emphasis in Northeast area of U.S.; has a national scope.

NEW JERSEY DIVISION OF WOMEN'S EQUITY ACTION LEAGUE
PROJECT MONITOR
517 CENTRAL AVENUE
PLAINFIELD, NEW JERSEY 07060

Contact: Ms. Ruth Russell Gray, Esq., Project Director
(201) 757-6800

Helps women seeking college teaching and administrative positions. Forwards resumes to institutions where there are openings or where

the administrative personnel expresses willingness to circulate resumes. Puts women in contact with administrative openings outside academia, to a limited extent. Serves New Jersey and to a lesser extent, the adjacent metropolitan areas (New York and Philadelphia).

NEW JERSEY TALENT BANK FOR WOMEN
DEPARTMENT OF COMMUNITY AFFAIRS
363 WEST STATE STREET
TRENTON, NEW JERSEY 08625

Contact: Ms. Alexandria Bosna, Director
(609) 292-8622

Maintains a talent bank which contains resumes of New Jersey women seeking employment or appointment to advisory boards. Meets with employers throughout the State to acquaint them with the services of the talent bank and to do job development. On the professional level, specializes in attorneys, administrators, accountants and educators.

OPPORTUNITIES FOR WOMEN
144 WESTMINSTER STREET
PROVIDENCE, RHODE ISLAND 02903

Contact: Ms. Susan Greene or Ms. Angela Munro, Directors
(401) 331-3315

One of Six Cities Projects for women funded the the U.S. Dept. of Labor. Provides job development and job placement services. Maintains a talent bank of qualified women job seekers. Area served: State of Rhode Island.

OIC OF AMERICA, INC.
REGION I
15 BROAD STREET, SUITE 411
BOSTON, MASSACHUSETTS 02109

Contact: Mr. Edward Davis, Director
(617) 742-4898

PIEDMONT OPPORTUNITY CENTER
139 CHANDLER STREET
WORCESTER, MASSACHUSETTS 01609

Contact: Mrs. Kathleen R. Hardwick, Director
(617) 754-7274/75

Multi-purpose center funded by O.E.O. Meet with potential employers to arrange job training programs or job openings for the unskilled. Make referrals to jobs, training programs, etc. After placement on job, follow-up made by neighborhood workers re available supportive services.

RESOURCE, PLACEMENT AND DEVELOPMENT, INC.
77 MAPLE STREET
SPRINGFIELD, MASSACHUSETTS 01105

Contact: Mr. Robert M. Hughes, President
(413) 733-3121

Serves primarily New England States. Recruits and screens qualified candidates from colleges and professional affiliate locations throughout the U.S. (Los Angeles, Chicago, Atlanta, Dallas, Boston and New York). Counsels supervisory-level personnel on hiring and training of minority personnel. Designs, implements and monitors affirmative action programs. Fee charged.

REYNOLDS, SYDNEY ASSOCIATES INC.
342 MADISON AVENUE - SUITE 1128
NEW YORK, NEW YORK 10017

Contact: Ms. Sydney Reynolds, President
(212) 697-8682

An Equal Employment Opportunity search and consulting firm, specializing in women in business. Over the last four years, developed a high-quality data bank of women candidates in the legal, financial, marketing, technical and human resources fields. Fee charged. Will accept assignments on a contingency basis.

SUBSCRIPTION PERSONNEL SERVICES, INC.
790 BROAD STREET, SUITE 204
NEWARK, NEW JERSEY 07102

Contact: Ms. Barbara Daniels, President
(201) 623-6700

Major emphasis on finding jobs for minority college graduates in the private sector. Refers professionals in the financial, technical, engineering and scientific fields. Area served: primarily Northeastern U.S. Fee charged.

THE RELATIONSHIP, INC.
806 MASSACHUSETTS AVENUE
CAMBRIDGE, MASSACHUSETTS 02139

Contact: Mr. Irvin W. Robinson, President
(617) 492-3418

Professional recruitment and consulting firm serving primarily, but not restricted to, East Coast. Specializes in placement of women and minority group job seekers. Services include organizational development and affirmative action plan writing. Fee charged.

UNITED PROGRESS, INC.
401 PENNINGTON AVENUE
TRENTON, NEW JERSEY 08618

Contact: Mrs. Amie J. Boyd, Personnel Director
(609) 392-2161

Anti-poverty agency specializing in the placement of clericals, non-professionals and professionals (counselors and early education teachers) in the City of Trenton.

URBAN LEAGUE
EASTERN REGIONAL OFFICE
477 MADISON AVENUE, 14th FLOOR
NEW YORK, NEW YORK 10022

Contact: Mr. William J. Haskins, Director
(212) 751-0300

WIDER OPPORTUNITIES FOR WOMEN, BOSTON
C.F. HURLEY BUILDING
GOVERNMENT CENTER
CAMBRIDGE AND STANIFORD STREETS
BOSTON, MASSACHUSETTS 02114

Contact: Ms. Dorothy Miller or Ms. June Levinson, Co-Directors
(617) 727-8978/79

One of the Six Cities Projects for Women funded by the U.S. Dept. of Labor. Provides various services including talent bank, specific job listings and career counseling. Serves Greater Boston area.

WISE - HANOVER
38 S. MAIN STREET
HANOVER, NEW HAMPSHIRE 03755

Contact: Ms. Natalie Woodroffe, Office Coordinator
(603) 643-5133

One of the Washington Opportunities for Women projects funded by the U.S. Dept. of Labor. Provides referrals of clerical and professional women to factories, educational and dental organizations. Area served: Hanover, Lebanon, White River Junction and surrounding area.

WISE - WOW
5 NORTH MAIN STREET
WHITE RIVER JUNCTION, VERMONT 05001

Contact: Ms. Ruth Cantor, Coordinator
(603) 643-5133

One of the Washington Opportunities for Women (WOW) - Six Cities Projects Centers funded by the U.S. Dept. of Labor. Provides job counseling, referrals and placement primarily in New Hampshire and Vermont.

PHILADELPHIA REGION

ALPHA KAPPA ALPHA SORORITY, INC.
XI OMEGA CHAPTER
1751 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D.C. 20009

Contact: Miss Harriett Harper, Career Opportunities Rep.
(202) 332-9442

Maintains file of job opportunities nationwide for use by members and friends. Current job opportunities also listed in monthly newsletter. Job candidates supplied with job orders and position descriptions which match their expressed areas of interest. On the professional level, specializes in education, accounting, data processing and scientific fields. Mailing list includes contacts on local college campuses, as well as membership in D.C. Metro area.

BALTIMORE NEW DIRECTIONS FOR WOMEN
1100 N. EUTAW STREET, ROOM 205
BALTIMORE, MARYLAND 21201

Contact: Ms. Marian E. Goetze, Coordinator
(301) 383-5579

In conjunction with Washington Opportunities for Women and the Maryland State Employment Service, BNDW services women applicants and employers on a non-fee basis. Maintains a "talent bank" roster of professionally qualified women seeking full and part time employment. Provides job referrals, information and advisory service, career planning and training, resume writing, employer relations, and "volunteer-to-career" opportunities through interviewing, job development, research and program design.

BLACK WOMEN'S ASSOCIATION, INC.
P. O. BOX 193
PITTSBURGH, PENNSYLVANIA 15230

Contact: Ms. A. Jean Owens, Secretary
(412) 624-5865

Informs women of job vacancies. Listed with State Agencies and with a number of industries with Affirmative Action Programs.

Also refers to agencies with job data banks. Services educational, State and medical organizations in Pennsylvania and West Virginia.

COUNCIL OF SPANISH SPEAKING ORGANIZATIONS
2023 N. FRONT STREET
PHILADELPHIA, PENNSYLVANIA 19122

Contact: Mrs. Mary Rosario
(215) 426-7985

Employment placement and training opportunity referral. Job developer makes direct contact with industries. Job openings are then filled by the employment interviewer who screens applicants carefully before referrals. Training opportunity referrals made through CEP Program and MDTA Vocational Training. Serves Philadelphian County.

D.C. DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SPANISH AFFAIRS
1329 E STREET, N.W., ROOM 1004
WASHINGTON, D.C. 20004

Contact: Mr. Bill Smith, Program Assistant
(202) 638-1020

Serving the Standard Metropolitan Statistical Area (SMSA), interviews applicants for employment. Maintains files for placing applicants as vacancies occur in District and Federal Government agencies. Also maintains a job bank of companies in the private sector who desire Spanish-speaking persons. Frequently refers applicants to other agencies where known vacancies exist. On the professional level, specializes in referrals of teachers.

DISTAFFERS, INC.
918 BANKERS SECURITIES BLDG.
PHILADELPHIA, PENNSYLVANIA 19107

Contact: Ms. Judith M. Von Seldeneck, President
(215) 732-5666

Placement of professional women (and men) in Philadelphia area for full-time, part-time and free-lance work (in math, science, business, social sciences, administration, programming, writing,

editing, research, education, humanities, radio-TV, graphics, public relations, etc.). Servicing all business, educational, non-profit and social service organizations. Fee charged.

JOB ADVISORY SERVICE
CHATHAM COLLEGE
WOODLAND ROAD
PITTSBURGH, PENNSYLVANIA 15232

Contact: Ms. Lorrie Rabin or Ms. Betsy Suatoni, Co-Directors
(412) 441-8200, Ext. 256

Lists clerical and professional jobs and provides current information and job guidance to women, primarily those with some college education. Serves primarily Pittsburgh metropolitan area.

LYONS, ELIZABETH T. PLACEMENT SERVICE
1050 GEORGE STREET, SUITE 10-J
NEW BRUNSWICK, NEW JERSEY 08901

Contact: Ms. Elizabeth T. Lyons, Chief Executive
(201) 249-6307

Provides search and placement of Spanish-surnamed, Black, and Asian American technicians and professionals in the pharmaceutical, scientific, health care and research and development units of industries. Serves primarily Mid-Atlantic States; plans to expand through nationwide advertising. Fee charged.

MANPOWER ADMINISTRATOR (REGION III)
U.S. DEPARTMENT OF LABOR
3535 MARKET STREET
GATEWAY BUILDING
PHILADELPHIA, PENNSYLVANIA 19104
(215) 438-5200/5400

STATES: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

NAACP - REGION II
1790 BROADWAY
NEW YORK, NEW YORK 10019

STATES: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia.

Contact: Mr. Jerry Guess
(212) 245-2100

NAACP - REGION III
15½ EAST RICH STREET
COLUMBUS, OHIO 43215

STATE: West Virginia

Contact: Mr. Harold Strickland
(614) 221-5187

NATIONAL CONFERENCE OF PUERTO RICAN WOMEN
P. O. BOX 4804
WASHINGTON, D.C. 20008

Contact: Ms. Paquita Vivo, President

Provides informal referrals of professional Puerto Rican women by means of irregular newsletter. Area served: Washington Metropolitan area, Chicago, New York and New Jersey.

OIC OF AMERICA, INC.
REGION II
100 WEST COULTER STREET
PHILADELPHIA, PENNSYLVANIA 19144

Contact: Ms. Camilla Jenkins, Directress
(215) 849-3010

OIC OF AMERICA, INC.
REGION III
100 WEST COULTER STREET
PHILADELPHIA, PENNSYLVANIA 19144

Contact: Mr. Emmett Dennis, Jr., Director
(215) 849-3010

OPTIONS FOR WOMEN
8419 GERMANTOWN AVENUE
PHILADELPHIA, PENNSYLVANIA 19118

Contact: Marcia P. Kleiman or Vicki W. Kramer, Directors
(215) 242-4955

Placement service specializing in challenging full-time and permanent part-time jobs in business, public relations, administration, research, law, education and social work. Offers a

consulting service for employers--notably Management Awareness Seminars and Career Development Workshops--geared to facilitating the hiring and promotion of women. Serves particularly the Delaware Valley, but receives resumes and refers employees to employers nationwide. Fee charged.

RESOURCES FOR WOMEN
112 LOGAN HALL, UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA, PENNSYLVANIA 19174

Contact: Ms. Josette Wingo, Office Coordinator
(215) 594-5537

Maintains a talent bank listing of women with higher degrees or special aptitudes and training in the medical, educational or social service fields (professionals and non-professionals). $1 fee for women who register. Serves primarily the Delaware Valley - Philadelphia area.

RICHMOND WOMEN ON THE WAY
308 E. CARY STREET
RICHMOND, VIRGINIA 23219

Contact: Nancy Millner or Lorraine Woodley, Coordinators
(804) 770-6015

Operated in coordination with Virginia Employment Commission. One of the Six Cities Projects funded by U.S. Dept. of Labor. Services business, medical and educational organizations. Offers employers access to free talent files. Serves Richmond, Virginia and surrounding area.

SER/JOBS FOR PROGRESS, INC.
224 E. CAPITOL STREET
WASHINGTON, D.C. 20003

Contact: Project Director
(202) 547-7030

Manpower agency (sponsored by American G.I. Forum and LULAC), specializing in (but not limited to) Spanish-surnamed Americans. Funded by U.S. Dept. of Labor and Economic Opportunity Foundation. National Office in Los Angeles, California maintains a computerized

skills bank for Spanish-surnamed professionals. Local programs in 43 cities (13 States and Washington, D.C.) provide training, direct and indirect placement, job referrals, counseling, job preparation courses and other supportive services. Emphasis on "disadvantaged"clients. Contact may be made with local SER program or National Office.

SUBSCRIPTION PERSONNEL SERVICES, INC.
790 BROAD STREET, SUITE 204
NEWARK, NEW JERSEY 07102

Contact: Ms. Barbara Daniels, President
(201) 623-6700

Major emphasis on finding jobs for minority college graduates in the private sector. Refers professionals in the financial, technical, engineering and scientific fields. Area served: primarily Northeastern U.S. Fee charged.

URBAN LEAGUE
WASHINGTON BUREAU
425 - 13th STREET, N.W., SUITE 515
WASHINGTON, D.C. 20004

Contact: Mr. Ronald Brown, Director
(202) 393-4332

WASHINGTON OPPORTUNITIES FOR WOMEN
SUITE 101, VANGUARD BUILDING
1111 20th STREET, N.W.
WASHINGTON, D.C. 20036

Contact: Ms. Robin Taylor, Six Cities Project Asst.
(202) 382-3872

A women's resource center on all aspects of employment, education and training opportunities. Funded by the U.S. Dept. of Labor. Maintains a talent bank roster of professionally qualified women job seekers (full-time or part-time) available to Washington Metropolitan area employers. Provides counseling, resources and job listings (self-referral) all on a self-help basis (no direct placement).

WOMEN IN COMMUNITY SERVICE
1751 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D.C. 20009

Contact: Ms. Aurelia Baratta or Vivian Klingman, Supportive Services
(202) 265-2822

Screens applicants for Women's Job Corps; works with graduates and terminees to help them find jobs, additional education or adjustments to work situations. Most of the actual job placement done through other employment services. Graduates receive on-the-job training through JC-YWCA program and some job placement done through that program. Services offices, stores, hospitals, nursing homes, food service, electronics manufacturing and repair, cosmetology, police work, armed services, etc., mainly in Washington, D.C.; some referrals in Maryland and Virginia.

SAN FRANCISCO REGION

ADVOCATES FOR WOMEN
593 MARKET STREET, SUITE 500
SAN FRANCISCO, CALIFORNIA 94105

Contact: Ms. Dorothea Hernandez, Director
(415) 495-6750

Affirmative Action recruitment source for women in non-traditional blue collar and white collar jobs. Maintains skills bank (referrals from extensive resource and service file) and job opportunity center (maintains current job listings and variety of resource materials). Operates Women in Apprenticeship Program funded by U.S. Department of Labor. Employers may also contact this organization for special recruitment and counseling programs to fill particular jobs. Serves Greater San Francisco Bay Area.

ASIAN AMERICAN STUDIES
DEPARTMENT OF ETHNIC STUDIES
UNIVERSITY OF CALIFORNIA
3407 DWINELLE HALL
BERKELEY, CALIFORNIA 94720

Contact: Ms. Germaine Q. Wong, Coordinator
(415) 642-6555

Department has over 1500 students per year, mostly Asian Americans, majoring in a wide range of subjects. Job openings posted. Area served: San Francisco Bay Area.

ASIAN, INC.
1610 BUSH STREET
SAN FRANCISCO, CALIFORNIA 94109

Contact: Mr. Walter Lim, Staff
(415) 928-5910

Services minority development programs sponsored by private and public agencies and organizations. Provides employment referrals, minority business development, technical assistance in education, manpower development and social services to Asian American communities in the San Francisco 9-Bay-Area Counties.

BAY AREA URBAN LEAGUE, INC.
ON-THE-JOB TRAINING PROJECT
HDQTRS: 2400 SUTTER STREET
SAN FRANCISCO, CALIFORNIA 94115

Contact: Ms. Nancy Freeman, Project Director
(415) 922-5050

Funded by U.S. Department of Labor. Develops job training positions primarily for minorities. Regular job placement services on very limited basis. Serves San Francisco, Oakland, and San Mateo Counties. Other Urban League Offices to contact for job referrals:

Bay Area Urban League, Inc.
234 Van Ness Avenue
San Francisco, California 94102

Contact: Jimmie Wilson, Sr. Field Representative
(415) 626-2908

Bay Area Urban League, Inc.
1618 San Pablo Avenue
Oakland, California 94612

Contact: Eli Mason, Sr. Field Representative
(415) 465-7797

Bay Area Urban League, Inc.
6069 Mission Street, #A
Daly City, California 94014

Contact: Dorothy Hawthorne, Sr. Field Representative
(415) 333-0559

CHICANA SERVICE ACTION CENTER
5340 EAST OLYMPIC BOULEVARD
LOS ANGELES, CALIFORNIA 90022

Contact: Ms. Francisca Flores, Director
(213) 728-0168

Helps Spanish-speaking women obtain high school & college education, training and jobs. Monthly newsletter distributed in Los Angeles and surrounding cities.

CHINATOWN - NORTH BEACH COMMUNITY ENGLISH LANGUAGE CENTER
615 GRANT AVENUE, 4th FLOOR
SAN FRANCISCO, CALIFORNIA 94111

Contact: Ms. Harriet Haber, Executive Director
(415) 391-7583

A U.S. Dept. of Labor funded vocational and language training program for adult immigrants. Not a referral agency as such, but does have potential applicants seeking employment. Will refer people to listed openings and also to Chinese for Affirmative Action (see below).

CHINESE FOR AFFIRMATIVE ACTION
669 CLAY STREET
SAN FRANCISCO, CALIFORNIA 94111

Contact: Ms. Judy Woo, Skills Bank Coordinator
(415) 398-8212

Maintains a Skills Bank and up-to-date multiple listing of available jobs, which function as referral service. Open to persons seeking employment. Applicant does all follow-up with the employer.

CONCILIO MEXICANO DE CHICO
125 3rd W. STREET
CHICO, CALIFORNIA 95926

Contact: Mr. Jose Luis Lopez, Business Manager
(916) 342-6610

Community volunteers provide job centers, economic development, counseling, housing services, etc. in Butte, Glenn and Tehema Counties. Frequently services medical and educational organizations.

DEMONSTRATION PROJECT FOR ASIAN AMERICANS
1608 EAST JEFFERSON
SEATTLE, WASHINGTON 98122

Contact: Ms. Dorothy Cordova, Associate Director
(206) 322-0203

Funded by U.S. Department of Health, Education and Welfare to conduct project on specific needs and problems of Asian brides of American servicemen and Asian health professionals. Actively seeks job placement and training for the unskilled "brides" and meaningful employment for the unemployed and/or under-employed immigrant health professionals. Specializes in placement of Asian Americans, including Filipinos. Services schools and social service agencies in Seattle and Tacoma, as well as in King, Pierce, Thurston and Kitsap Counties.

EAST LOS ANGELES CONCENTRATED EMPLOYMENT PROJECT
3421 E. OLYMPIC BOULEVARD
LOS ANGELES, CALIFORNIA 90023

Contact: Mr. Ernest Ramirez, Manager
(213) 744-2168

Referrals to vocational training and work experience programs contracted to accept qualified C.E.P. clients, as well as referrals to manufacturing, light/heavy warehousing and service organizations. Target area: East Los Angeles.

EMPLOYMENT OPPORTUNITIES CENTER (EOC)
4726 RAINIER AVENUE SO.
SEATTLE, WASHINGTON 98118

Contact: Mr. Harry Wong, Community Analyst
(206) 725-8200

Offers to employers: (1) counseling on affirmative action policies and programs; (2) referrals of rigidly screened applicants; (3) information on the Asian sector of the Seattle business community; and (4) a skills and resume bank. Services the business community, federal, state and county governments in the South East Rainier Valley area.

FRIENDSHIP HOUSE OF THE CHRISTIAN REFORMED CHURCH
1340 GOLDEN GATE AVENUE
SAN FRANCISCO, CALIFORNIA 94115

Contact: Rev. Rodger J. Buining, Director
(415) 521-0508 or 922-3866

Vocational counseling and referrals of non-professional American Indian workers in San Francisco Bay Area.

LATIN AMERICAN RESEARCH & SERVICE AGENCY (LARASA)
1375 DELAWARE STREET
DENVER, COLORADO 80204

Contact: Mr. Anselmo Jaramillo, Assistant Director
(303) 255-1465

Provides information on employment, education and legal matters in Metropolitan Denver area. On the professional level, specializes in SSA referrals to educational and social organizations. Services federal, state and local government agencies and private industry.

MANPOWER ADMINISTRATOR (REGION VIII)
U.S. DEPARTMENT OF LABOR
16015 FEDERAL OFFICE BLDG.
1961 STOUT STREET
DENVER, COLORADO 80202
(303) 837-4477

STATES: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

MANPOWER ADMINISTRATOR (REGION IX)
U.S. DEPARTMENT OF LABOR
FEDERAL BLDG., ROOM 10064
450 GOLDEN GATE AVENUE
P. O. BOX 36084
SAN FRANCISCO, CALIFORNIA 94102
(415) 556-7414

STATES: Arizona, California, Hawaii, Nevada, Trust Territory

MANPOWER ADMINISTRATOR (REGION X)
U.S. DEPARTMENT OF LABOR
2154 ARCADE PLAZA
1321 SECOND AVENUE
SEATTLE, WASHINGTON 98101
(206) 442-7770

STATES: Alaska, Idaho, Oregon, Washington

NAACP - REGION I
1025 NINTH STREET, ROOM 221
SACRAMENTO, CALIFORNIA 95814

Contact: Virna Canson
(916) 444-9230

STATES: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington

NAACP - REGION IV
1259 N. KINGSHIGHWAY BLVD.
ST. LOUIS, MISSOURI 63113

Contact: Mrs. Ina Boon
(314) 361-3020

STATES: Colorado, Montana, North Dakota, South Dakota, Wyoming

OCEANVIEW, MERCED HEIGHTS, INGLESIDE (OMI) COMMUNITY ASSOCIATION
205 GRANADA AVENUE
SAN FRANCISCO, CALIFORNIA 94112

Contact: Lawrence Thibeaux, Chairman/Employment Committee
(415) 584-8188

Serves as a job and service referral agency in Western San Francisco area.

OIC OF AMERICA, INC.
REGION VIII
44 MONTGOMERY STREET, 3rd FLOOR
SAN FRANCISCO, CALIFORNIA 94109

Contact: Mr. Ellwood Jackson, Director
(415) 421-3565

OIC OF AMERICA, INC.
REGION IX
THE LOGAN BUILDING
500 UNION STREET, SUITE 1022
SEATTLE, WASHINGTON 98101

Contact: Mr. Charles Guy, Director
(206) 624-3415

ORIENTAL SERVICE CENTER
1201 SOUTH FLOWER STREET
LOS ANGELES, CALIFORNIA 90015

Contact: Mr. Joseph D. Abella, Project Director
(213) 748-6171

Primary effort to place Asian bi-lingual workers in community agencies in Los Angeles County.

SER/JOBS FOR PROGRESS, INC.
NATIONAL OFFICE
9841 AIRPORT BOULEVARD, SUITE 1020
LOS ANGELES, CALIFORNIA 90045

Contact: Mr. Ricardo Zazueta, National Executive Director
(213) 649-1511

Manpower agency (sponsored by American G.I. Forum and LULAC), specializing in (but not limited to) Spanish-surnamed American referrals. Funded by U.S. Department of Labor and Economic Opportunity Foundation. National Office maintains a computerized skills bank, "SER Professional Search System". Local SER programs in 43 cities (13 States and Washington, D.C.) provide training, direct and indirect placement, job referrals, counseling, job preparation courses and other supportive services. SER programs in this region are located in: Seattle, Washington; Salt Lake City, Utah; Las Vegas, Nevada; Denver, Pueblo and Colorado Springs, Colorado; Phoenix, Glendale, Yuma and Tucson, Arizona; Los Angeles, San Jose, El Centro, Fresno, National City, Norwalk, San Bernardino, San Francisco, Santa Ana, Richmond and West Los Angeles, California. Contact may be made with local SER program or National Office.

URBAN LEAGUE
WESTERN REGIONAL OFFICE
4055 WILSHIRE BOULEVARD, SUITE 526
LOS ANGELES, CALIFORNIA 90010

Contact: Mr. Henry A. Talbert. Director
(213) 381-5643

VIRGINIA NEAL BLUE RESOURCE CENTERS FOR COLORADO WOMEN
C/O COLORADO WOMEN'S COLLEGE
MONTVIEW AND QUEBEC
DENVER, COLORADO 80220

Contact: Ms. Pauline Parish, Acting Director
(303) 399-8303

Administrative headquarters makes referrals to six other centers in Colorado. Serves private, public and non-profit organizations.

WASHINGTON STATE COMMISSION ON ASIAN AMERICAN AFFAIRS
OFFICE OF THE GOVERNOR
OLYMPIA, WASHINGTON 98504

Contact: Mr. Martin M. Matsudaira, Executive Director
(206) 753-4615

Assists federal, state and local governmental agencies in locating Asian Americans for recruitment into policy-making positions. Also informs individuals and communities in the State of Washington about specific openings in government.

YOUTH FOR SERVICE
25 - 14th STREET
SAN FRANCISCO, CALIFORNIA 94103

Contact: Robert Bustamonte, Director/Job Development Unit
(415) 621-5555

Provides job development and placement, educational remotivation and counseling. Serves San Francisco area.

YWCA - BETTER JOBS FOR WOMEN - DENVER
1545 TREMONT PLACE
DENVER, COLORADO 80202

Contact: Ms. Sandra K. Carruthers, Director
(303) 244-4189

Funded by a U.S. Dept. of Labor contract with YWCA of Metropolitan Denver. Places women in apprenticeship programs or similar on-the-job training programs in skilled trade and craft occupations. (Over 100 skilled crafts-women have been placed into electrician, plumber, carpenter, cabinetmaker, machinist, tool & die maker, operating engineer, business equipment repairer, bricklayer, telephone installer-repairer and other jobs.)

* U. S. GOVERNMENT PRINTING OFFICE : 1978 624-465/643